

EAST DENE PRIMARY REOPENING PLAN SEPTEMBER 2020

Year Group	
Pupils will learn within their class 'bubble'. Where possible, pupils will remain, within their class bubble and will avoid contact outside of that group.	
<p>Identified Risks</p> <ol style="list-style-type: none"> 1. Pupils will access a number of different spaces during the day. 2. Pupils are moving around the site during the day. 3. Pupils will be in relatively close proximity during the school day. 4. Pupils may be taught by a number of staff during the day. 5. Exposure through materials 	<p>Risk Mitigation</p> <ol style="list-style-type: none"> 1. Pupils to wash their hands on entry to classroom and on exit. Where appropriate pupils to clean down/be supported to clean their own stationary, desk and chair before the end of the school day. Increased cleaning regime. 2. One-way system in/out of school. In corridors children to keep to the left. Avoiding of mixing of bubbles in corridors, wherever possible. 3. All classrooms to have desks facing forwards and socially distanced where possible. Pupils to remain within their 'pair' as often as possible to minimise contact. 4. Teachers to remain 2m back whilst teaching and keep distance during the school day. 5. Pupils to have their own equipment. Shared resources to be cleaned down by pupils & teachers. Resources/equipment to be shared across bubbles.
Key Stage	
Pupils may encounter each other on a key stage level. Otherwise, the risk here is low. Pupils will be as likely to meet someone on a Whole School level as they would be Key Stage. See Whole School for more.	
<p>Identified Risks</p> <ol style="list-style-type: none"> 1. Mixing within key stages on the playground during the start and end of the school day and possibly at lunch time. 	<p>Risk Mitigation</p> <ol style="list-style-type: none"> 1. Pupils to spend break times within their own class bubbles where possible or phase bubble – with the playground zoned off to avoid contact between bubbles. Sports and games must only be played in class bubbles. 2. Key Stage 2 children might come into contact with each other when using the communal toilets.
Whole School	
The nature of the East Dene Primary site means that it is probable that pupils will, on occasion, come into contact with pupils within their wider school bubble. These interactions should be limited and should not constitute face-to-face contact for any length of time within 1m, a proximity contact (extended contact within 1 to 2m for more than 5 minutes) or travelling together in a small vehicle.	
<p>Identified Risks</p> <ol style="list-style-type: none"> 1. Families with pupils in different bubbles. 2. Shared facilities. 3. Drop off and pick up. 	<p>Risk Mitigation</p> <ol style="list-style-type: none"> 1. Staff at East Dene will be aware of siblings and if one is exposed to Covid-19 via their bubble, request that the sibling remains home (this would be the case even if the sibling were not at East Dene Primary). 2. These facilities will be cleaned frequently. Pupils will be reminded to maintain social distancing when using such facilities – particularly the toilets. Pupils will have set areas for changing for PE sessions. 3. Pupils will be asked to social distance, at a full 2m, on their arrival to school and whilst lining up to leave the classroom. For arrival, the year groups will be staggered from 8:40am onwards. All classroom doors will be open from 8:35am. For departure, the year groups will be staggered from 2:45 and allowed to exit the school site via the car park (the car park will not be used by staff – alternative parking arrangements will be put in place.)

Contact

High



Low



Arrival to and departure from school

To reduce the possibility of contact amongst the wider school community, the arrival for pupils will be staggered across school. Please note that parents and unauthorised adults should not enter the school building for any reason. If you need to speak with school reception, please either email (equiries@eastdene.org) or phone on 01709 512202. We recognise that there may be times where a child may arrive late to school. In this instance, please contact the school reception on 01709 512202 in advance informing them of your expected arrival time. You will then be met outside the school reception area by a member of staff who will take your child to their lesson for the start of the day. Please make every effort to arrive on time; lateness undermines our bubbles and wider planning for the successful return of pupils.

On arrival to site, we will be asking children to:

- Wash their hands at the hand washing station / hand sanitizer provided
- Follow the social distancing system through to arrival point
- Wear their normal uniform. Children need to wear clean uniform on a daily basis where possible.
- Bring in a drinks bottle - labelled.
- Bring PE kits in on the appropriate day.
- Bring in a lunch box if they are having sandwiches from home for dinner.

We ask that children do not bring in:

- Stationary
- Toys from home

Children will be allowed to take home reading books/homework, although homework will also be available electronically through the Class Dojo app/online portal via the school website.

Drop off

Classes	Arrival time	Arrival point	Actions on arrival	Actions on site
EYFS	9:15am	EYFS Side Door	<ul style="list-style-type: none"> - Children to be dropped off at the gate onto the playground - Staff will be out on the yard waiting for the children to arrive. - Children to line up on the social distancing markers on the playground. - Children to wash hands on arrival in classroom. - Children to sit in the same seat each day. 	<ul style="list-style-type: none"> - Queue for drop off – parents/carers to social distance - Do not enter any building for any reason. - Leave site using one-way system from either the main entrance or playground entrance.
Y1 Miss Rycroft/Miss Hollowood	9:00am	Main school entrance		
Y1/2 Miss Woodcock Mrs Mimms/Miss Abrahams	9:00am	Playground		
Y3/4 Mrs Beighton Miss Tompkins Miss Chowdhary	8:40am	playground		
Y5/6 Mrs Spafford Miss McNally Mr Hattersley	8:45am	Playground		

Pick Up

- Parents to enter school through the car park (car park will not be in use).
- Playground gates will open for parents from 2:50pm.
- EYFS pupils can be collected 2:45pm (main entrance area)
- KS1 can be collected at 3:00pm
- Y3/4 can be collected at 3:10pm
- Y5/6 can be collected at 3:15pm.
- If you have siblings across key stages, then you can collect your children at the latest time.
- Pupils and parents should maintain their social distance whilst greeting peers.
- Parents/carers are not to enter the school for any reason unless a prior appointment has been arranged.
- Please follow outlined one way system into the external school site.

School Capacity & Organisation of Teaching Spaces

Children will learn in their classrooms and remain there throughout the school day (as usual). Children will also receive their specialist lessons (such as PE) in the hall or outside on the playground. We will take the following measures:

- High frequency cleaning of high traffic areas.
- Deep cleaning using 'long lasting' anti-bacterial cleaning fluid.
- Tables and chairs will be cleaned down at the end of the school day.
- Pupils to wash their hands on entry and exit to the classroom.
- Pursuing PHE measures (catch it, bin it, kill it, for example).
- Regular temperature checks of pupils displaying symptoms.
- Teachers to remain 2m back from pupils at all times.
- One-way system throughout school building to stop congestion.

Break & Lunch Times

- Pupils will have staggered break and lunch times.
- Break times will be outside (unless inclement weather). All pupils will remain in their bubble they will be able to play together but continue to follow social distancing.
- When necessary two classes will use the playground at the same time however the playground will be zoned and children will not be able to go across the bubbles.
- Pupils will not be permitted to access parts of the school site other than those designated to their bubble.
- The trim trail area (raised area on the playground) will be cordoned off and will not be accessible by children.

Catering

- We will run a reduced menu to begin with but normal service will resume when it is safe to do so.
- Breakfast club will be cancelled until further notice.
- Pupils will go to the canteen in their class bubbles and eat together.
- The canteen will have a clean down between bubbles.
- Catering staff will follow Government guidance on safety measures for preparation of food.
- Where possible (weather permitting), pupils will be able to play outside once they have finished their dinner.

Cleaning

- There will be a team of cleaners in school each day to conduct a deep clean in the evenings.
- Each evening, the cleaning team will pursue a clean of the site where the class bubbles have been focusing on.
 - Disinfect and wipe down all surfaces

- Clean toilets
- Clean classrooms
- Deep clean high traffic areas (door handles etc)
- During the day, a cleaner will be available for reactive cleaning of the site including:
 - Clean toilets
 - Clean high traffic areas (door handles etc)
 - Entrances to the used buildings, staff room and offices.

Expectations in the Classroom

- Pupils and staff will wash their hands regularly throughout the day. IN EYFS/KS1 Pupils will continue to use their own toilet blocks. In KS2 all classes will use the toilet block, with strict social distancing rules applied.
- Children, when leaving a classroom, should wipe down the surface they have been using.
- Seating is set with Government guidance applied – desks will be in rows and forward facing. Desks and chairs should not be moved.
- Windows and doors, where possible (with fire safety/safeguarding in mind) will be open.
- Group activities and close contact between individuals should be avoided.
- Each pupil should have their own stationery and this should not be shared.

First Aid and Medical Room

- Any Pupil or member of staff who falls ill in school will be sent home.
- A Pupil who is unwell will wait in the designated area – the medical room.
- Pupils and staff will self-administer first aid, where possible from the designated first aid kits. Where not possible staff will wear PPE to administer First Aid.
- First aiders should follow the school's established practices. Staff will wear PPE when administering first aid. Where a pupil has suspected COVID19, staff should wear a shield, face masks, gloves and apron – ensuring the room is well ventilated.
- Medication for specific Pupils will be stored securely within the main office. Such medication must be self-administered if at all possible, and parents/carers must complete a consent form and hand deliver the medicine to Miss Wright, Miss Green or Mrs Fenton in the main office.

Meeting with Staff

- Meetings with individual parents are permitted, providing:
 - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception.
 - Parents sanitise their hands before and after the meeting.
 - All care is taken to avoid parents coming into proximity with any pupil other than their own child.
 - Social distancing is maintained during the meeting.
 - An appointment needs to be made before meeting with a class teacher or member of the senior leadership team.

Managing Positive Case and Outbreaks

- Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.
- The school will share advice on, and promote engagement with, 'test and trace' with all staff, pupils and parents.
- The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID19) attended the school – as identified by NHS Test and Trace.
- The health protection team will carry out a rapid risk assessment and confirm next steps.

- Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) 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.
 - If any of these individuals develop symptoms, they will be eligible for testing.
 - If positive, they should isolate for 10 days from the onset of their symptoms.
- The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.
- PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to pupils, staff and parents when relevant.
- A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.
- The school will keep the governors updated as well as sharing information with the Local Authority.
- Coleridge will use spreadsheets to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.

Systems of Control: Protective Measures.

- The table below outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the school’s risk assessment.

No	Essential Control	School Actions
1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any pupil or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. • A pupil with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member. PPE will be worn if distancing of 2m or more from the symptomatic Pupil is not possible or there is a risk of contaminated bodily fluids. • All staff and pupils will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant. • All new staff will complete training on infection control. All staff, current and new,

		will be reminded of the key messages from the training.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All pupils and staff will sanitise hands on entering and leaving school and before and after each break/lunchtime. Sanitiser dispensers/soap will be located at the entrance of the school and of each classroom. • All pupils and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. • SLT will visit lessons regularly to remind everyone to sanitise hands. • All pupils will receive regular reminders on effective handwashing routines. • We will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.
3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> • The school will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • The school will deploy masks at appropriate points around school in order to ensure that these are available for use when staff are not able to maintain social distancing.
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> • All classrooms will be provided with disinfectant wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each room for use by pupils to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). • There will be a reactive cleaner available to clean high traffic areas, toilets, staff rooms and offices. • All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day.

5	Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> • Each class is in a single bubble. • The school will put a system in place to avoid congestion in corridors. • Each class/phase will have a designated place for break time, lunchtime. • Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between pupils of different bubbles. • When using rooms: - Disinfect teacher and pupil workspaces before and after lesson. - Pupils sanitise before and after the lesson. - The class wait and their movement to and from their venue is managed by their teacher to avoid crowding on corridors. • Pupils and staff will be prohibited from sharing any belongings, including stationery. Children will have designated stationary which will be regularly cleaned. • When giving out resources in lesson (e.g. textbooks), these may be shared within the bubble). However, such resources may not be shared with pupils in other classes/phases until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic).
6	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • The school will maintain stocks of PPE and deploy them around school. • PPE will be worn by all staff in specific circumstances: <ul style="list-style-type: none"> - First aid: First aiders should follow the school's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it may be necessary for staff to wear a face mask, gloves and apron. Eye protection will be needed if splashing from bodily fluids is likely to occur. - The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. <p>Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.</p> <ul style="list-style-type: none"> - Catering: Kitchen staff should wear disposable gloves and aprons. A face shield will be worn based on the risk assessment.

7	Engage with the NHS Test and Trace process.	
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. • The school will share advice on, and promote engagement with, 'test and trace' with all staff, Pupils and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) 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. - If any of these individuals develop symptoms, they will be eligible for testing. - If positive, they should isolate for 7 days from the onset of their symptoms. • The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to Pupils, staff and parents when relevant. • A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak. • The school will keep the Directors and, if necessary, the LA updated (by completing relevant proforma).

Staff Expectations

Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend school if you and all members of your household are not showing any Covid-19 related symptoms
2. Wear a mask or face covering if using public transport. Where possible avoid sharing cars.
3. Use a sanitiser to disinfect hands on entering and leaving school and at given times within the school day. Wash hands with soap regularly during the day.
4. Avoid physical contact at all times. No hugs, shaking hands etc.
5. Do not share belongings (stationery, food etc) with others.
6. Wipe your keyboard and mouse at the start and end of the day.
7. When teaching, avoid movement around the classroom and maintain distancing from pupils, where possible.
8. Where possible, keep doors and windows open at all times.
9. Do not gather in the staffroom. Stick to the reduced capacity of each room.
10. Maintain social distancing at all times.

Pupil Expectations

When attending school, Pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend school if you and all members of your household are not showing any Covid-19 related symptoms.
2. Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
3. Use a sanitiser/soap to disinfect hands on entering and leaving school and during the school day. Wash hands with soap regularly during the day.
5. Stick to your class/phase group wherever possible and your bubble at all times.
6. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
7. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Where possible, wipe specialist equipment before and after use (Staff may do this for you.)
8. At break and lunchtimes, go outside (if weather is good) or (if weather is poor). Maintain a safe distance from others.
9. Do not share belongings (stationery, food etc) with others.
10. Only enter the toilets if there is no one else in there.