

Downs Barn School Reopening Model for March 2021

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The guidance for schools from 8th March 2021 allows a great deal of flexibility to enable schools to run as normally as possible, however mitigating risks as much as possible will remain our priority at Downs Barn School. All children will be welcomed back to school every day; there will be no rotas in place.

Before full re-opening on March 8th 2021

Children and parents/carers will be sent a letter explaining about the measures that are going to be put in place to keep the children safe when in school. Full arrangements will also be communicated to all members of staff and Governors by Friday 26th February.

It will be made clear to parents and carers that returning to school from March 8th will be compulsory, but support will be put in place for families who are struggling with this. Ultimately, fines for parents/carers may be an option if they are not making the right decision to send their children back to school, although this will be a last resort and only used if there are no sensible reasons for keeping the child at home. Additional catch-up funding may be used to support increasing school attendance if necessary.

Health of staff and children/families

From 8th March, parents/carers will still not be admitted into the school, except under exceptional circumstances. They must communicate via the window in the front of school, or via telephone calls. Telephone calls with the LAB/teachers can be made by arrangement. Parents and carers can also contact teachers via the school email and Class Dojo. If parents do have to come into school, they will be asked to use hand-sanitiser and will be asked to wear a mask.

Visitors will only be permitted on site if they have used hand-sanitiser and will be asked to wear a mask. Visitors must sign a declaration before entering the school stating that they do not have coronavirus symptoms and have not been advised to stay at home by NHS Test and Trace. Visitor must keep 2m apart from everybody whenever possible. Bubble crossing will be avoided unless absolutely necessary.

Children and staff will only be allowed into school if they are healthy. If children or staff show any signs of illness, including a high temperature, a persistent cough, or a loss or change to their sense of taste or smell, they will be asked to arrange to take a COVID-19 test. If parents and carers do not take their child for a test, the child will not be allowed into school for 10 days (or until they have no symptoms). Fellow household members of anyone with symptoms should also self-isolate for 10 days. Proof of negative test results will not be requested by the school. PHE have stated that children do not need to be routinely tested for their temperature in school, as it is an unreliable method for identifying coronavirus.

An infra-red thermometer is held in the school office to be used if a child is suspected of having a temperature. If this is the case (or a child shows other symptoms when in school), the child will be taken to the meeting room at the front of school to wait while their parent arrives to collect them.

A window will be opened for ventilation. If they need to go to the bathroom while they are waiting, they will use the male staff toilet, which will be cleaned afterwards. PPE will be worn by members of staff looking after the child before they are collected and taken home – the member of staff will not need to go home unless they develop symptoms. The area where the ill child has been will need to be cleaned thoroughly with disinfectant as soon as possible and everyone who came into contact with the child should wash their hands for 20 seconds (or use hand sanitiser).

Downs Barn has a small number of home testing kits which can be given directly to parents/carers collecting a child who has developed symptoms at school, or to staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Staff at Downs Barn School now have Lateral Flow Devices to use at home twice a week to test for Covid-19. Staff will test themselves on a Sunday evening and Wednesday evening and must alert the Headteacher immediately if they test positive (they will also need to book to have a PCR test as well). Negative tests should be reported to the school office when staff members come into school, or via email. If a staff member tests negative, but has symptoms of COVID-19, they must arrange to take a PCR test, as these are more reliable.

Children and staff who are extremely clinically vulnerable have been requested by the Government to shield until the end of March 2021. This does not affect any members of staff or children at Downs Barn School.

Staff members who live with extremely clinically vulnerable family members will be able to return to school, however measures will be put in place to minimise risk. These measures will be discussed on an individual basis. Downs Barn School recognises that certain groups (those from BAME backgrounds, or those with certain conditions such as obesity or diabetes) have a comparatively increased risk and will support additional adjustments where possible.

If a child has to remain at home for health reasons, or because they have been told to self-isolate, work will be provided for that child to ensure their education remains on a par as much as possible with their peers.

The school will remain open unless Public Health England, or the Local Authority advise that a local lockdown needs to take place. Closure of any kind, or results of a positive test for coronavirus will be communicated to parents and carers, staff, Governors, the Local Authority Improvement Partner and the Local Heath Protection Team as soon as possible. All staff, parents and carers will need to adhere to NHS Test and Trace information and self-isolate if instructed to do so (this may impact on staffing at the school and this will be covered internally at the point of need).

The rule for touching shared items will be a mantra of: wash, do, wash, so if staff use the photocopier, phone, kettle, shredder, water re-filler etc. hands must be washed first, the item then used, then hands washed again.

The COVID-19 Risk Assessment will be updated and shared with staff, Governors and it will also be placed on the school’s website.

To continue with our mental health and well-being support for staff, PPA can be carried out at home, if staff wish to do so (online meetings will be needed for joint planning) and staff will be able to leave every day as soon as they are able. Monday morning meetings will be emailed, rather than meetings held and all CPD and Staff Meetings will be held online. Management meetings (MLT and SLT) may take place in a classroom, if social distancing allows, although can be held online if needed.

Daily arrangements

All children will enter their classroom having said their goodbyes to parents and carers at their designated drop-off point. Only one adult will be allowed onto school grounds per child, whenever possible, to reduce crowding. Families will be encouraged to walk or cycle/scoot to school and if public transport or taxis are used, families will be reminded of measures they can take to limit risks.

Parents and carers will be asked to wear a face mask at all times whilst on the school grounds. Parents and carers must socially distance as much as possible, while they wait for their child to be dismissed.

Nursery families (for morning children) will enter through the Early Years Garden entrance (Martingale Place) and children will enter the classroom through the Nursery classroom door. Their entrance time will be 8.45am, as their 3 hours will finish at 11.45am, as usual. Nursery afternoon children will enter through the front of school gate, go down the steps and drop children at the Nursery door.

Reception children will enter through the front of school gate, go down the steps and enter the classroom at the Reception class entrance. Their entrance time will be 8.50am.

Families must maintain 2m distance even when at the gates or at the front of school – this will be communicated to parents, as previously.

Year 1 children will enter the school through the side gate near the school car park. Their entrance time will be 8.50am.

Year 2 children will enter the school through the side gate near the school car park. Their entrance time will be 8.50am.

We have decided not to stagger the entrance times too greatly because of the impact it would have on Southwood and also because we have several entrance points. School will end as usual at 3pm.

At the end of the day, children will be collected from the same entrance that they came in through.

Classroom arrangements

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children, although this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, distancing will not always 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.

Children will be taught to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs. It is clear, however, that even doing this some of the time, will help.

All children in Year 1 and 2 will have their own pencil case with a pencil, ruler, whiteboard pen, handwriting pen, rubber, pencil sharpener and glue stick (children may also need individual maths resources). Each EY child will also have their own set of resources. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes such as sports and art equipment should be cleaned frequently and meticulously and always between different groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.

The majority of learning will take place within the classroom, except for PE lessons to reduce the cross contamination of areas. Children will sit at their tables, in rows so that children are side-to-side, facing the front with as near to 2m between children and the teacher as possible. Coats will be placed on the back of chairs, or in the cloakrooms if this can be managed safely by year groups. Children will not be expected to bring their own book bags to school (unless individual arrangements have been agreed) as all resources will be provided in school. Resources that cannot be cleaned easily will not be used. All children will need to bring in a water bottle on a daily basis.

When children return to school on 8th March, time will be spent in the first week back at school helping the children mentally and physically adjust to being back at school again. They will be reminded about socially distancing, reminded how to wash hands properly and supported with the emotional difficulties connected to returning to school in these different and strange ways. Although our youngest children will find socially distancing extremely difficult, the guidance states that even doing this for some of the time will help.

Regulation Stations will not be used for the remainder of this academic year, however children will be reminded of strategies to help them self-regulate at their own desks when they return to school and resources will be provided to support this.

They will also be taught about the risks of touching their faces, or members of staff and encouraged not to do so. For some children, a social story will be prepared and shared with the child when the schools re-open, due to their additional needs. Some children may need additional support to understand the changes made at school.

Interventions may take place outside the classroom, working socially distanced with a LSA. Children will ideally come from the same year group, although on occasions they may work with a consistent small group.

Children and adults will wash their hands on a regular basis throughout the day, but must wash their hands before re-entering the classroom. Hand sanitiser will be available, although hand washing will always be the preference, particularly prior to eating. Children will wash their hands at least when they enter the school, before and after playtime, before and after lunch and before they leave school at the end of the day. If children move to a different area of the school, they will wash their hands before re-entering their classroom. If a child coughs or sneezes, they will be expected to put their tissue in the lidded bin and to wash their hands. Tissues will be provided for children and lidded bins are available in each classroom and children will be taught about the ‘catch it, bin it, kill it’ approach if children sneeze.

Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. When working with children who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.

Classrooms will be kept well ventilated, with windows open whenever possible, to increase the flow of fresh air. In each classroom there will be a box, which must be kept out of reach of children. This box will contain anti-viral/anti-bacterial wipes, gloves, aprons, face masks, anti-bacterial spray and wipes. Boxes will be checked regularly and the office informed if supplies of any item are getting low.

Children must remain socially distanced from other children as much as possible throughout the day (so that they limit contact to those within their year group). Children will exit to the playground and re-enter their classroom via their external doors.

Assemblies will continue to take place remotely, rather than as a whole school.

Where possible, adults will only work with children within their year group. Where it is necessary for other adults to join a year group, the new adult will wash their hands before joining the group and keep as much socially distanced as possible. The guidance states that “teachers and staff can operate across different classes and year groups, in order to facilitate delivery of the school timetable”, however reducing the amount of adults doing this will provide greater safety for staff and children. Visiting teachers, such as for after-school clubs and music lessons will be able to take place, but arrangements will be organised to avoid risks as much as possible.

Water bottles for all children will be kept in school and placed in the dishwasher on a daily basis.

For PE lessons (for example Athletics, Orienteering, Rounders and non-contact sports only), children will not get changed, so will do PE in their uniform. Children will be able to wear plain, dark-coloured comfortable trousers/shorts/leggings and appropriate PR shoes (e.g. trainers) for school on PE days, but should still wear school uniform tops and jumpers at all times. The latest advice states that parents/carers should not be advised to wash uniform on a daily basis.

If laptops/IPads/computers are used, they will be wiped down with anti-viral/anti-bacterial wipes at the end of the session by an adult wearing gloves.

The normal behaviour ladder for the school will apply at all times, although it will be reviewed if needed. If any physical intervention takes place, the adult/s involved will be allowed to go off site to change their clothes if they wish to.

Snack and Lunch arrangements

Children must wash their hands before and after snack and lunch.

Children in receipt of free school meals and Universal school meals will have their lunch provided by Chartwells (our usual school meal provider). Children will sit in the hall on individually named tables and spaces. Tables and seats will be thoroughly cleaned by Lunchtime Supervisors after lunch and the hall floor swept. One Lunchtime Supervisor will have the daily task of doing the midday clean (according to the schedule). .

Staff should bring their own water bottle/flask and packed lunch to school every day and minimise contact with other adults during their breaks, including entering the staffroom.

Playgrounds will be zoned and playtimes will be structured with non-contact games and activities. The playground equipment will be available to different year groups on a rotation basis.

If any children that are entitled to free school meals are not in school due to NHS Test and Trace or PHE/LA instructions to self-isolate, the schools will ensure that the families receive a voucher for each week.

Movement around the school

Children and staff should always keep to the left when travelling around the school, especially in corridors. Children and staff must follow this system, whilst ensuring social distancing at all times (even though the guidance states that risk of transmission during passing in corridors is low). Staff will need to wear masks when walking around the school building, but will not need to wear them in classrooms or shared areas. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances (so may be useful for close contact activities with children) but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

If adults use the school telephones, they should use an anti-bacterial/viral wipe before and after use.

Use of toilets and staff room

There will be a cone at the door of the female staff toilets, so adults can move the cone with their feet in front of the door when they are entering the toilet (and moved away on exit). Two adults will be able to use the toilets at one time, but the cone will indicate that it is in use, so adults or children will need to ensure that only one other person is in the toilet on entering.

Staff need to ensure that adults socially distance when in the staff room at all times and time in the staffroom should be limited during the school day, especially at lunchtimes and breaktimes. Only 4 people will be able to use the staffroom at one time and if people are sitting and eating, they MUST be seated 2m away from colleagues.

Children’s toilets and sinks in KS1 are numbered, so that children can be sent to specific toilets/sinks to wash hands enabling social distancing at times. This will not be possible when the whole class is washing hands, but will be useful during lessons.

PPE

Face coverings are not necessary for Primary aged children and should not be worn by children who are not able to handle them as directed, as it may inadvertently increase the risk of transmission. If children arrive with a face covering on, they will be instructed to remove it without touching their face. They will then be asked to place their mask in a plastic bag until the end of the day if re-useable and in the lidded bin if disposable. Children will not bring hand sanitisers from home.

Cleaners will be provided with face shields, tabards and gloves to wear when cleaning, if wished, as they will be present in all areas of the school and will have to clean toilets, door handles/panels and other areas that have been touched by several children. Lunchtime Supervisors will be also be provided with face shields, overalls and gloves to wear for lunch duty if they wish. Tabards must be washed on a daily basis if worn. Soap and antibacterial handwash will be replenished by the site team on a daily basis as necessary.

ACERS and Breakfast Club

ACERs will operate as normal, although children will need to be kept socially distanced from children from Southwood (Downs Barn children will stay in the Year 1 shared area). Children will socially distance as much as possible and will wash their hands before joining the rest of the class.

For ACERs children, activities will need to be separated as much as possible (IPads, colouring books and games outside as at lunchtime). Parents will need to book children in in advance (at least by the end of the day before).

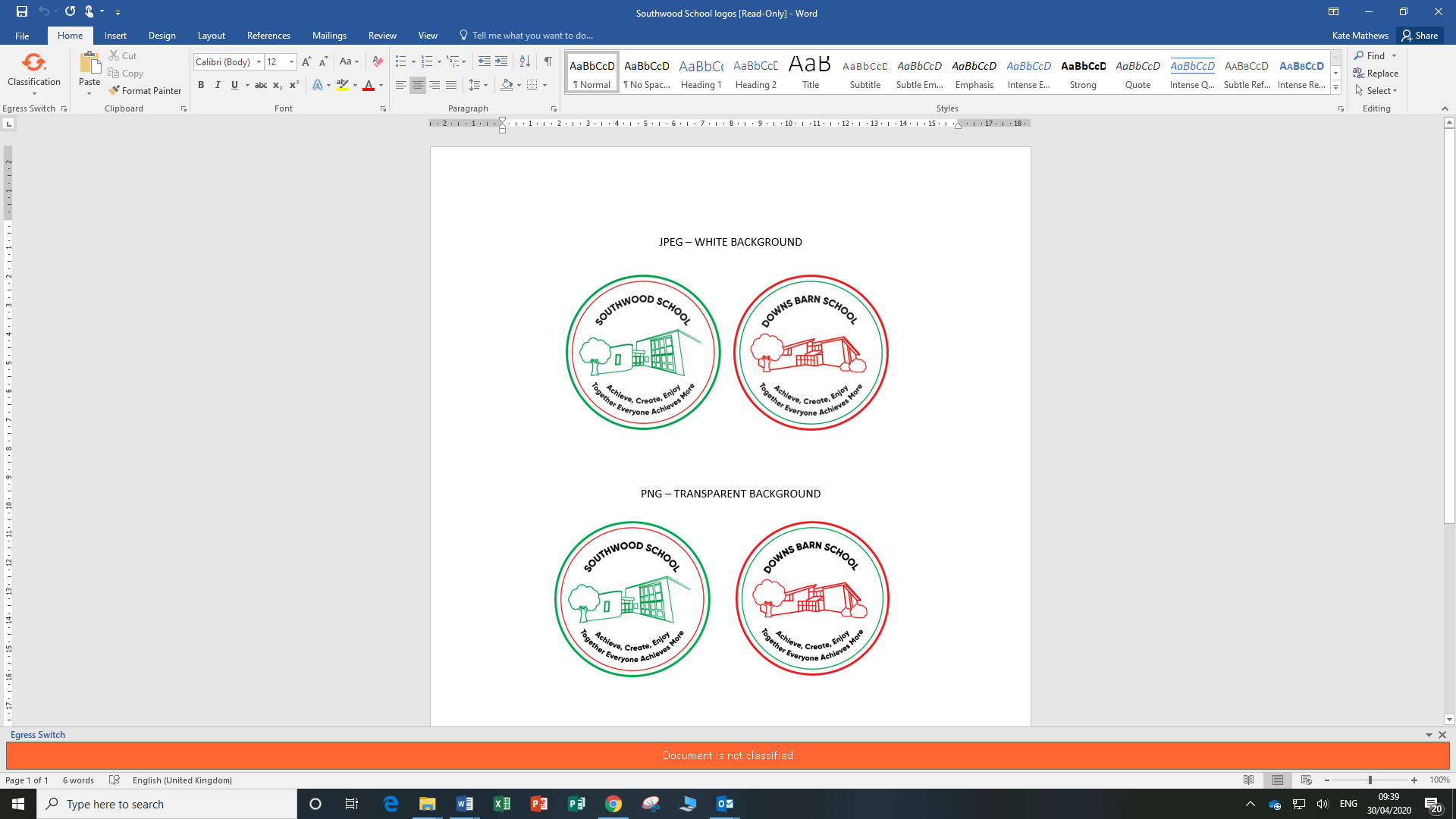
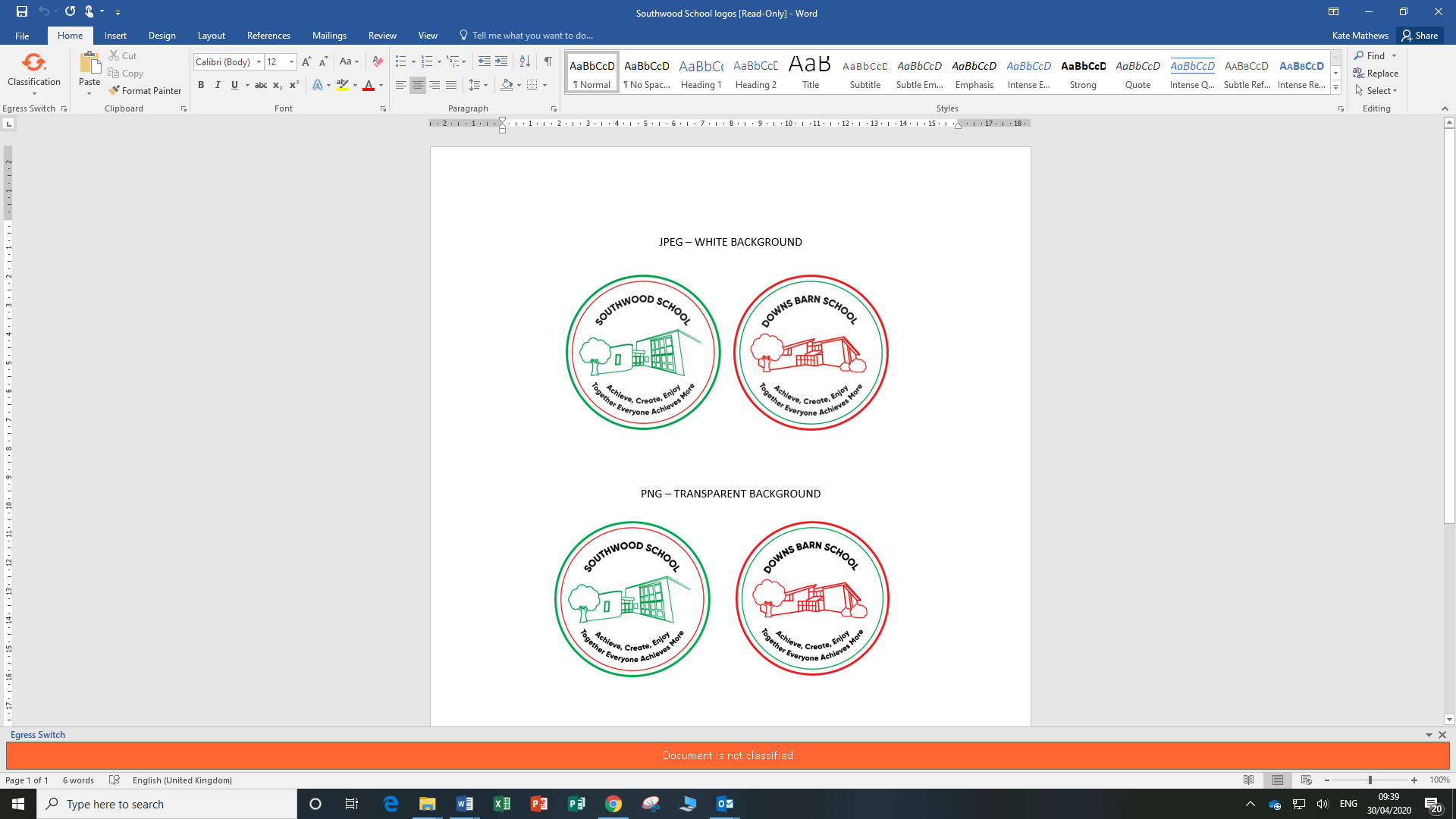
Breakfast Club is no longer operational at Downs Barn School, so if children need Breakfast Club, arrangements will be made to accommodate children at Southwood School and children will be walked down to Downs Barn at 8.45am.

After School Clubs

After School Clubs will resume after the Easter Holidays.

Catch Up Funding

During the first two weeks back, assessments will be carried out so that the schools can decide how the catch-up funding money, provided by the Government, can be used most effectively.



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Daily Arrangements

Families will be encouraged to walk or cycle/scoot to school and if public transport or taxis are used, families will be reminded of measures they can take to help them to limit risks.

Year 3 and 4 children will enter and exit school through the normal side gate. Year 3 will have a staggered entry time of 8.35am to 8.40am and will finish school at 3.10pm. Year 4 will have a staggered entry time of 8.45am to 8.50am and will finish school at 3.20pm.

Year 5 and 6 children will enter and exit school through the gate near King Edward’s Nursery, through the car park. Year 5 will have a staggered entry time of 8.35am to 8.40am and will finish school at 3.10pm. Year 6 will have a staggered entry time of 8.45am to 8.50am and will finish school at 3.20pm.

Families must stick to the social distancing requirements when dropping off, or collecting children from school. Staff will have a clipboard in their classroom to take to the gate with end of day arrangements on, so that children can be organised into those who walk home alone and those who will be collected before exit as usual at the end of the day.

Classroom arrangements

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children, although this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, distancing will not always 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.

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Where possible, adults will only work with children within their year group. Where it is necessary for other adults to join a year group, the new adult will wash their hands before joining the group and keep as much socially distanced as possible. The guidance states that “teachers and staff can operate across different classes and year groups, in order to facilitate delivery of the school timetable”, however reducing the amount of adults doing this will provide greater safety for staff and children. Visiting teachers, such as for after-school clubs and music lessons will be able to take place, but arrangements will be organised to avoid risks as much as possible.

For PE lessons (for example Athletics, Orienteering, Rounders and non-contact sports only), children will not get changed, so will do PE in their uniform. Children will be able to wear plain, dark-coloured comfortable trousers/shorts/leggings and appropriate PR shoes (e.g. trainers) for school on PE days, but should still wear school uniform tops and jumpers at all times. The latest advice states that parents/carers should not be advised to wash uniform on a daily basis.

If laptops/IPads/computers are used, they will be wiped down with anti-viral/anti-bacterial wipes at the end of the session by an adult wearing gloves.

The normal behaviour ladder for the school will apply at all times, although it will be reviewed if needed. If any physical intervention takes place, the adult/s involved will be allowed to go off site to change their clothes if they wish to.

Snack and Lunch arrangements

Children must wash their hands before and after snack and lunch.

Children in receipt of free school meals will have their lunch provided by Chartwells. Children will sit in the hall on designated tables and spaces.

Tables and seats will be thoroughly cleaned by Lunchtime Supervisors after lunch and the hall floor swept. School toilets and all door handles will also be cleaned at the mid-point in the day as well as during the main daily clean.

Staff should bring their own water bottle/flask and packed lunch to school every day and minimise contact with other adults during their breaks, including entering the staffroom.

Children will be encouraged to socially distance as far as possible when outside and staff will spend time talking to the children about/modelling fun games they will be able to play whilst socially distancing.

Playgrounds will be zoned and playtimes will be structured with non-contact games and activities. The playground equipment will be available to different year groups on a rotation basis.

If any children that are entitled to free school meals are not in school due to NHS Test and Trace or PHE/LA instructions to self-isolate, the schools will ensure that the families receive a voucher for each week.

Movement around the school

There will be a one way system throughout the school which will be marked on the floor with arrows where necessary, in operation when children are in school. This will be monitored regularly. Children and staff should always keep to the left when travelling around the school, especially in corridors. Children and staff must follow this system, whilst ensuring social distancing at all times (even though the guidance states that risk of transmission during passing in corridors is low). Staff will need to wear masks when walking around the school building, but will not need to wear them in classrooms or shared areas. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances (so may be useful for close contact activities with children) but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

If adults use the school telephones, they should use an anti-bacterial/viral wipe before and after use.

Use of toilets and staff room

There will be a cone at the door of the female and male staff toilets, so adults can move the cone with their feet in front of the door when they are entering the toilet (and moved away on exit). Two adults, or children will be able to use the toilets at one time, but the cone will indicate that it is in use, so adults or children will need to ensure that only one other person is in the toilet on entering.

Staff need to ensure that adults socially distance when in the staff room at all times and time in the staffroom should be limited during the school day, especially at lunchtimes and breaktimes. Only 6 people will be able to use the staffroom at one time and if people are sitting and eating, they MUST be seated 2m away from colleagues. At playtimes, children use the changing room toilets, but must hand sanitise when they go back out to their year group.

Children must only be sent to their toilets one at a time and every other toilet cubicle will be locked from the inside, so that social distancing can be kept in place. Children should wait outside on the floor markings until the toilets are free.

PPE

Face coverings are not necessary for Primary aged children and should not be worn by children who are not able to handle them as directed, as it may inadvertently increase the risk of transmission. Children at Southwood have face shields that they may be asked to wear by the teacher if they are in need of support during a lesson. If children arrive at school in the morning with a face covering on, they will be instructed to remove it without touching their face. They will then be asked to place their mask in a plastic bag until the end of the day if re-useable and in the lidded bin if disposable. Children will not bring hand sanitisers from home (unless health reasons have been discussed on an individual basis).

Cleaners will be provided with face shields, tabards and gloves to wear when cleaning, if wished, as they will be present in all areas of the school and will have to clean toilets, door handles/panels and other areas that have been touched by several children. Lunchtime Supervisors will be also be provided with face shields, overalls and gloves to wear for lunch duty if they wish. Tabards must be washed on a daily basis if worn. Soap and antibacterial handwash will be replenished by the site team on a daily basis as necessary.

ACERS and Breakfast Club

ACERs will operate as normal, with Southwood children walking to Downs Barn, although children will need to be kept socially distanced from children from Downs Barn in a different room (the Year 2 Shared area). Children will socially distance as much as possible and will wash their hands before joining the rest of the class.

For ACERs children, activities will need to be separated as much as possible (IPads, colouring books and games outside as at lunchtime). Parents will need to book children in in advance (at least by the end of the day before).

For Breakfast Club, children will be seated on different tables for each year group, the hall windows will be opened to improve ventilation and the resources will be kept separate for each year group, changing at the weekend.

After School Clubs

After School Clubs will resume after the Easter Holidays.

Catch Up Funding

During the first two weeks back, assessments will be carried out so that the schools can decide how the catch-up funding money, provided by the Government, can be used most effectively.