



Carleton House

Preparatory School

Primary School Reopening Plan GUIDANCE DOCUMENT

Carleton House Preparatory School
July 2020

Reviewed and Updated 11.9.20

Mrs Sandy Coleman

School Reopening Plan

Statement

So long as the coronavirus rate (r) remains below 1 and the NHS test-and-trace is in place, the Government are looking at moving to the next phase and reopening schools to all pupils in September 2020.

School has reopened to all pupils on 7th September using the plan as outlined in this document. SLT will continue to reflect, review and refine this plan as we move forward. Updates are highlighted in red.

A Statement from the Department of Education states:

The Government announced on the 2nd July 2020 that in September 2020, all Primary schools in England will be able to welcome back children in every year group (Foundation through to Year 6)

The plan is for primary children, who are currently being taught in 'protective bubbles' (of a maximum of 15) to fully reopen to all children and young people. Social distancing has been the key stumbling block to getting all children back in to school, however this will now be lifted and therefore we are no longer dependent on social distancing. The aim now is to reduce the number of transmission points by minimising contact.

The transmission rate has gradually decreased and the aim is that by September 2020 it will be safe for all children and young people to return to education and childcare. As a result, the Government is asking schools and childcare providers to plan on this basis.

The information within this document has been collated from several Government and Public Health publications www.gov.uk/coronavirus using a template provided from Compliance Education – our school Health and Safety Consultants.

The following government documents provide further information for staff and Parents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

We are all in this together, Stay Safe

The purpose of this document

This document is designed to allow Carleton House Preparatory School to reopen to all pupils in September 2020 safely ensuring the careful the planning, managing and implementing, of the next of the Government's plans.

Our School	
Total current pupil number: 181	<p>Phase 1: Keyworker children only</p> <p>Phase 2: Nursery, Reception, Year 1 and Year 6 and Year 5 children.</p> <p>Phase 2b: Year 2, 3 and 4 return for 1 week after official school closure.</p> <p>Phase 3: School will reopen for all pupils in all year groups full time in September 2020</p>
How we will achieve this:	
Resources.	<ol style="list-style-type: none"> 1. The Return to Work pre-questionnaire will be completed by all staff if not already actioned 2. Up on receipt of the pre-questionnaire the Head Teacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity. 3. Staff with underlying health conditions who have been instructed to remain shielding or classed as being at a very high risk of severe illness from coronavirus should continue to work from home if able to do so. 4. Staff who cannot work from home should take extra care in meeting with the current guidelines. Extra protective measures may need to be put in place by the school. Example: temporary change in job role. 5. Pregnant Staff may come back to work so long as an Expectant Mothers Risk Assessment is carried out and appropriate mitigation is in place prior to returning.
Child, Pupils, eligibility	<p>All children eligible to return in September will be invited to do so.</p> <ol style="list-style-type: none"> 1. Communication with the child's parent/carer will be made to inform them it is a requirement for their child to return to school as of 7th September 2020. (unless there are exceptional circumstances) 2. Classrooms will return to normal capacity. 3. Classes will be grouped together in Key phases – known as a 'group'. This is to minimise the number of other people they will come into contact with. 4. Children will be taught in their class and will only mix at break and lunchtimes with other children from their 'group'. Contact with other groups will be minimised. 5. Where a pupil is unable to attend school because they are clinically vulnerable or are following public health advice, remote education will be offered
School Organisation	<p>Group Organisation:</p> <p>Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of staff, minimising contact, maximising resources and developing increased cleaning regimes throughout the school day).</p>

We will operate with key phases becoming 'groups'.

Groups will be:

Nursery and Reception – (EYFS)

Year 1 and 2 – (KS1)

Year 3 and 4 – (LKS2)

Year 5 and 6 – (UKS2)

Children will be taught in their own classes as usual but for purposes of lunch, playtimes and assemblies will come together in a group as identified above. **Classes will be kept apart within groups as much as is possible – for example in the hall on separate tables and on the yard split in between areas where space allows.**

Staggered day

The school has an early drop off of 8am and so has a naturally staggered start to the school day. Children will not gather together in the hall as usual but will go direct to classrooms for silent reading where they will be supervised until 8.30am.

End of day finish times have been adjusted slightly to minimise where possible the number of parents on site.

EYFS and KS1: 3.15pm

LKS2: 3.25pm

UKS2: 3.35pm

Early drop off 8am – 8.30am

We recognise that the early drop off facility offered is essential for the working commitments for some of our parents, and therefore we will endeavour to continue to offer this. In line with the guidelines we are unable to have children from mixed year groups gather together in the hall as usual.

Children will instead go direct to designated group classrooms where they will be supervised until 8.30am when they will move to their own classrooms.

We politely ask that that parents drop children to school between 8.30 – 8.45am where possible unless they specifically require early provision for work commitments. This will help us to limit the numbers of children in school.

Early drop off

8am-8.30am

EYFS – Nursery classroom (Cromptons lane entrance)

KS1 – Year 2 Classroom (Main school entrance)

LKS2 – Year 3 Classroom (Main school entrance)

UKS2 – Year 6 Classroom (Main school entrance)

Start of the school day

8.30am – 8.45am

Nursery and Reception Class: Cromptons lane entrance

Nursery children will be met by staff at the nursery classroom door. If there are more parents gathered we ask they line up socially distanced along the potting shed until the staff can safely receive your child into nursery.

Reception children will be met by staff at the top of the Reception steps on the EYFS playground. If there are more parents gathered we ask they line up socially distanced by the fire escape steps until the staff can safely receive your child into reception.

Unfortunately we can not invite parents in to the classrooms to settle your child as would be our usual arrangements at the start of September.

Years 1-6

8.30-8.45am

Children should be dropped off between 8.30 and 8.45am via the main school gates and will enter the school building via the front door.

A member of staff will receive the children from the school gate.

Children will go straight to class. Children will remain in their classrooms for the majority of the day and will only mix with other pupils from their group as outlined above.

Lunchtimes

Shared spaces must be cleaned before use by another group. We therefore anticipate only 2 groups (4 classes) will be able to use the hall for meals each day. We will continue to review this. We will operate on a 'one day in hall, one day in class' for lunches. 'Grab a bags' will be prepared by our school kitchen and will delivered to the classes for these days. Children will have a choice of sandwich filling. The kitchen will maintain a menu of repeated meals over a two day cycle so children do not miss out on favourite meals.

Playtimes will be staggered so that only designated groups play together

Cloakrooms:

As shared spaces cannot be used the conservatory cannot be used by all pupils.

EYFS – Own cloakrooms in class

KS1 – Coats to be brought to class

LKS2 – Conservatory cloakroom

UKS2 – Coats should be brought to class

Staffing:

Staff will remain with their class and groups of children where possible. Where possible staff will maintain social distancing with other staff and pupils. Specialist teachers can move between classes and will maintain distancing where possible. Where possible staff from designated groups will cover playtimes and lunchtime cover within their own group. Where staffing absences occur guidance allows the use of agency supply staff.

Cleaning:

Our strict cleaning regime will continue with additional cleaning throughout the school day of frequently touched areas such as handrails, door handles, taps etc.

	<p>Handwashing: Children will be encouraged and supported to wash their hands more frequently throughout the school day and additional hand sanitiser stations will be set up within the school.</p> <p>Home time Nursery and Reception – 3.15pm Parents should use the Cromptons lane entrance and wait on the EYFS playground for the staff to dismiss the children from the classroom doors. Please leave the site promptly once you have collected your child. If you have children to collect in years 1-6 please exit via the Cromptons lane gate and walk around the outside of the school and collect from the main playground via the main school entrance. Nursery children remaining in school until 4pm will be taken to kids club at 3.30pm and can be collected at 4pm from the main school entrance.</p> <p>Year 1 and 2 – 3.15pm Children will be lined up on the green astro turf and will be dismissed to parents waiting on the blue playground.</p> <p>Year 3 and 4 – 3.25pm Children will be lined up on the green astro turf and will be dismissed to parents waiting on the blue playground.</p> <p>Year 5 and 6 – 3.35pm Children will be lined up on the green astro turf and will be dismissed to parents waiting on the blue playground.</p> <p>Parents are politely reminded to maintain social distancing when on the school site and to leave promptly once you have collected your child. Parents are invited to enter through the pedestrian entrance and exit through the vehicle gates, thus creating a 1 way flow system. In consideration of recent rise in transmission in CV19 cases in the Liverpool area, parents are requested to wear face coverings when collecting children from school. Staff will wear visors when receiving or dismissing children to parents.</p> <p>After School Club In line with government guidance wrap around childcare (after school club) can recommence and will be available from September. This will be on a strict pre-booked basis only. Children from each bubble will be kept together on their own table which will be spaced within the hall and will have their own toys.</p>
Classroom/learning area layout	<p>Classroom organisation:</p> <ul style="list-style-type: none"> • KS2 desks will be front facing as suggested in the guidelines. Each child will be allocated their own desk. • All pupils from Nursery to Year 6 are asked to bring in to school a pencil case with their own personal stationary resources to be used to limit sharing of frequently used resources. Pencil cases should remain in school. Scissors and glue sticks will be provided for the children to keep in their pencil cases where required.

	<ul style="list-style-type: none"> • Shared resources such as reading books can be sent home but will be kept for a period of 72 hours before use by another child. • IPADS will be cleaned after each use with sanitising wipes • Books and games etc can be shared within a group however they will be cleaned more regularly. Equipment used will remain for the use of the designated groups only. If required to be removed it will be left for a period of 72 hours before use by another group or deep cleaned. • Breaks will be staggered at different times and where possible taken in different areas. • Children will remain in their classes/ groups and will not visit other groups. Staff will also remain in their groups where possible. • All classrooms have internal phones so contact between classes and the school office can be maintained. • Essential learning resources such as reading books may be taken home but will be cleaned before and after or left for a period of 72 hours. • When a single group toilet block cannot be provided we will limit the toilet block to a maximum number of 2 groups. <p>Physical Education: Where possible this will take place outside for individual classes. In the event of this not being possible the Main Hall will be used and cleaned after each use. Equipment will be cleaned after use from each group or left for a period of 72 hours.</p>
<p>Early Years age 0 to 5</p> <p>ALL REQUIREMENTS WILL BE IN PLACE BASED ON CURRENT AVAILABLE STAFFING AVAILABILITY</p>	<p>The School will maintain normal EYFS ratios. Exceptions can be made to the qualification that the staff hold in order to be counted in the ratio, however, all staff employed in school hold at least a full and relevant Level 2 qualification.</p> <p>At least one member of staff must hold at least a full and relevant Level 3 qualification</p> <p>Although small consistent groups are not required we will look to separate groups into smaller numbers where possible.</p> <p>Paediatric First Aid (PFA)</p> <p>The requirements for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where the children are below 24 months will be met. We have a high number of paediatric trained staff on site at all times.</p>
<p>How we implemented the protective measures</p>	
<p>Risk Assessments</p>	<ul style="list-style-type: none"> • COVID School Risk Assessment • COVID School Reopening plan • Teaching and Teaching Assistant Staff (COVID) RA • Site Manager/Caretaker (COVID) RA • Cleaning Staff (COVID) RA • Office and Receptionist RA • Vulnerable Staff Member RA • All Contractor COVID RA's

Organising our groups

Refreshing the school timetable

We will decide which lessons or activities will be delivered. Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling to enable staff to intervene where necessary.

We will consider which lessons or classroom activities could take place outdoors. It will be at the discretion of the teacher to manage the use of this time. Use of outdoor equipment should follow the same principles set out for individual and group use with regular cleaning in place after each group use.

We will use the timetable and selection of classroom or other learning environment to reduce movement around the school. In the event of groups needing to share entrance and exit points this will be managed through good communication, staggering with timetables when required and enhanced cleaning. Assembly sessions will only take place with groups and not whole school.

In order to reduce any unnecessary travel on coaches, buses or public transport where possible, we will ask parents and staff to avoid public transport if possible and drive, walk or cycle to the school. We ask parents to park in the Calerstones Park car park and to use the new pedestrian crossing on Menlove Avenue to safely cross to school.

The School does not provide transport to children and we will not be using transport for the foreseeable future unless a risk assessment is previously completed.

When open:

The Head Teacher will have will assume responsibility for the safe running of the school. A culture of vigilance around the safety of staff and pupils will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be updated throughout.

- A member of SLT, A designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times.
- Children will be allocated groups and will remain within these throughout the day
- Staff will remain consistent within the group as far as is possible.
- Seating plans will be completed and children will remain in the same place on daily basis as far as possible. Seating will be set up to allow for minimal contact between staff and pupils.
- Groups will remain in the same outdoor and classroom space allocated.

Communicating

Communicating our plans to staff

- Carleton House Preparatory School will deliver a PowerPoint Presentation to all staff before fully opening and explain/provide plans to manage the situation safely. All staff will have further individual conversations with SLT to discuss any issues. Documentation is shared throughout, and an agreed period of consultation will be in place during week commencing 31/08/20
- If any staff or students feel anxious regarding returning to school appropriate communication will take place to ensure they

	<p>understand the robust procedures that will be in place to safeguard their welfare.</p>
Plans for Visitors, Parents/carers and Young People	<ul style="list-style-type: none"> • A poster stating that all visitors, children, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place. Reminders will be provided by staff on gate duty. Only essential work and meetings will take place on site. • All Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment. • Additional access will need to be approved by the Head Teacher • Where visits can happen outside of school hours, they should. • Our inventory sign in system has been set up to record telephone number of visitors for track and trace purposes. • Parents are asked to restrict the number of people accompanying the child to school to one adult and this will be communicated in literature to parents. • Parents and young people will be allocated a drop off and collection gate and time. This will be updated as required. Parents will be asked to refrain from gatherings of large groups outside with other parents. • Systems will continue to be reviewed and updated as is appropriate.
Cleaning, Hygiene and Protection	
Documentation	<ul style="list-style-type: none"> • Cleaning Staff Risk Assessments • COVID School DOCS • PPE Guide and How to Put on and Remove it • MSDS and COSHH Risk Assessments for the cleaning products used. • A cold disinfectant fogging machine has been purchased for cleaning of small parts especially for use in the EYFS classrooms.
Hand washing facilities	<ul style="list-style-type: none"> • Hand sanitiser stations and loose bottles will be available at key points where hand washing is limited. All Toilets have hand washing facilities with soap and water available. • Each group will be allocated a designated toilet and handwashing station which is located as close to their group as possible. Groups are permitted to mix toilets. Enhanced cleaning regimes will be implemented. • All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day. • Cleaning products will be available for staff, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them. • Staff and children will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel. • Hands Must be washed or sanitised on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. Handwashing is timetabled into the daily timetable. If a child uses the toilet, they will be required to wash their hands. • Staff and children will be encouraged not to touch their mouth, eyes or nose.

	<ul style="list-style-type: none"> • “Catch it, bin it, kill it” is encouraged We will actively teach hygiene through our curriculum. • Help is available to all children and young people who have trouble washing their hands. EYFS/KS1 staff will monitor children and support if necessary. We will actively teach, through songs, circles times and model hand washing. • Where general hand washing facilities are not available hand sanitiser is provided. NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot be provided. Hand washing and hand sanitiser is available to all staff.
Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • When dealing with cuts and grazes it will be good practice to have the child side on to yourself. • Where possible stand behind children. Teachers do not need to bend down to children’s height to provide feedback to children. • When administering first aid or dealing with toileting accidents staff have been asked to stand to the side and avoid face to face conversations. PPE will be provided for both situations if required. • From the 1st August staff who received a letter advising them to shield can now return to work as long as they maintain social distancing. We will endeavour to allow these staff to work remotely where possible or in a role within the school where social distancing is possible. This applies to pregnant members of staff. • Visors have been purchased for all staff and may be worn at the discretion of the staff member. Staff will wear visors when receiving or dismissing children to parents. • Staff will be reminded to keep 2 metres social distance from other adults as much as is possible.
Reducing the risk of children mixing with other children outside their own groups.	
To prevent the risk of an outbreak we are attempting to formulate a mini “household” within school “Group”	<ul style="list-style-type: none"> • Groups will not be moving through the building at the same times. • Staggered breaks are in place to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time. • Staggered lunch breaks when using Dining Hall - children and young people will clean their hands beforehand and enter in their group. • Groups will be kept apart as much as possible and tables/chairs/equipment will be cleaned between each group. • Children will only eat lunch in either their allocated group in the hall or in class • If using the classroom - lunches will be delivered to each class by a member of the kitchen staff and tables will be cleaned before use. • Wet break- children will remain in their class with a member of staff from the group in supervision. A film or other source of broadcast will be available for children to watch from their own individual seats.

	<ul style="list-style-type: none"> We will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at any one time. PEEPS (Personal Emergency Evacuation Plans) will be considered and reviewed on an individual basis if required.
Outside Space	<ul style="list-style-type: none"> Staggering lunch breaks - children will wash their hands before using outside space and after using the outside space. Children will have staggered lunch breaks and only be permitted to play in their outdoor group space. Children will only use the play resources purchased for their groups. This should be returned to their own class at the end of their playtime to ensure it is not used by another group. Toilet breaks will be completed prior to any outside activity
For shared rooms example hall	<ul style="list-style-type: none"> Use of shared spaces such as the hall for lunch and exercise will be for individual groups use and will be cleaned afterwards. Staggered playtimes and lunchtimes will limit occupancy of staff rooms to a maximum of 4. Other stations have been set up for staff to make hot drinks.
Reducing the use of shared resources	<ul style="list-style-type: none"> Where possible staff and children should NOT share resources. All children will have their own set of resources, that are kept in a tray or in their desks overnight. Teachers will put as much as they can onto PowerPoints that can be shared from the front of the class and avoid photocopying where possible. The majority of resources should remain in school to prevent cross contamination. Where reading books are sent home they will be cleaned before use by another child or kept for a period of 72 hours. We ask that parents limit the amount of equipment pupils bring into school each day, to essentials such as snack bags, water bottles, hats and coats. Pencil cases should be left in school. Bags are also allowed to be brought into school but should remain within their class. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided and cleaning of equipment or quarantining for 72 hours will be undertaken. Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by children from another group. Separate PE equipment will be used for each group.
Adjustments to Transport where necessary	
	<ul style="list-style-type: none"> We will be encouraging parents and children and young people to walk or cycle to school where possible Schools, parents and young people will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required Where our school minibus is used we will only transport children from the same group. The minibus will be cleaned between use by other groups of children. We do not anticipate using alternative school transport such as coaches for the first half term.

	<ul style="list-style-type: none"> • Where we do we will make sure our school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • We will make sure our school transport providers, as far as possible following hygiene rules. • We will work with transport providers to ensure where possible pupils are grouped in their groups.
Testing	
Staff, pupils are eligible for testing	<p>Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.</p> <ul style="list-style-type: none"> • We have ascertained the location of our nearest test centre to our setting which is situated at Liverpool John Lennon Airport. • Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition. • Depending on the result of the test Public Health England may need to be informed. • All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process. • Public Health England may instruct that all staff and children who have been in close contact with the infected individual self-isolate for 14 days. So, each setting needs to prepare for this. Communication letters, work packs to support the children who now need to self-isolate, Deep Cleaning of the group and all communal areas will be provided. • It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic. • 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. • School will ask parents and staff to inform them immediately of the results of any test: if they test negative, feel well and no longer have symptoms they can return to school.
Systems for isolating children that display symptoms	<p>An Isolation room has been identified to all staff. This will be the medical/ SEN room. The window should be opened and if a 2 metre distance cannot be achieved PPE worn. The staff member will try socially distance when dealing with a child displaying symptoms. The door will be closed and ventilation available through opening of all windows. Parents will be contacted immediately and told to come and collect their child. Parents will be encouraged to get a test carried out for their child and to inform school immediately upon receiving results. School will continue to check with parents following a child being sent home. If a case is confirmed, advice will be taken from HSE. If 2 positive cases are received within a 14 day period the group the child belonged to may be required to self- isolate for a period of 14 days (or as stated in the government guidelines).</p>
Intimate care and first aid	<p>PPE will be provided for all first aid and intimate care if the situation requires. Staff will receive information for use of PPE correctly</p>

Teachers travel	Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. We will survey all staff to ensure we are aware of any staff members using public transport.
Training for staff before opening	Training will be provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them. Training could include: remote staff meetings; comprehensive staff information documents, with time given for staff to analyse and ask questions or individual socially distanced meetings.
Staff working in close proximity to children	Staff working closely to children to approach them from the side and avoid front facing conversation.
Staff wellbeing/Staff workload	Workload and wellbeing of staff will be central to the decision making process of any changes to arrangements. SLT wellbeing and workload will also be considered. Safeguarding calls will be completed by SLT/ADMIM whenever possible
Fire arrangements (HT)	Fire evacuation procedures are maintained from the group bases- Drills will be undertaken early in the term to familiarise staff and pupils of arrangements. Staff must use evacuation guide for the group they are working in. In the case of a fire alarm, doors should be closed on route out of the school. Staff should not enter further into the school to close doors.
Attendance	The attendance policy and procedures is in line with government guidance
Ventilation	All teaching spaces have windows. Group staff will be directed to keep all windows and doors open throughout the day. Any unventilated spaces used across school as a last resort will be by staff on an individual basis only.
Communication	All classrooms have internal phones to enable contact between classes and the school office.