

Blyton cum Laughton Church of England Primary School

Full Re-opening Plan September 2020

This action plan needs to be read in conjunction with:

- The School's revised Risk Assessment for Re-Opening September 2020***
- The School's Health and Safety Policy and Supplementary Guidance including the 'Management of known or suspected cases' Sept 2020***

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- 1. a requirement that people who are ill stay at home*
- 2. robust hand and respiratory hygiene*
- 3. enhanced cleaning arrangements*
- 4. active engagement with NHS Test and Trace*
- 5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together*
- avoiding contact between groups*
- arranging classrooms with forward facing desks*
- staff maintaining distance from pupils and other staff as much as possible*

Many of the protocols and procedures that were implemented during the Summer term will remain the same with the expectation that they will further embed so that children who did not attend in the Summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document that has been produced using a LA-approved template following 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>). It is a legal requirement to review and update the previous risk assessment.

The following plan outlines relevant detail from the government's guidance with further detail about how Blyton cum Laughton Church of England Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

All elements of the system of controls are essential. All schools must cover them all, but the way different schools some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Blyton cum Laughton Church of England Primary School has made them appropriate to our specific context and circumstance.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2)** clean hands thoroughly more often than usual
- 3)** ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5)** minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

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

Numbers 7 to 9 must be followed in every case where they are relevant.

Area	Issues to address	Solutions	Action Needed	Timescale and staff responsible
Health and Safety to include: - Minimise contact - Maintain distancing for adults - Rigorous hand hygiene and washing regime. - Respiratory hygiene (catch it, bin it, kill it) - Enhanced cleaning - PPE - Engage with NHS Test and Trace process - Managing confirmed cases - Containing outbreaks	Fire Evacuation	- Updated Covid Fire Evacuation plan in place as part of the policy. - Children to evacuate in bubbles avoiding, where possible, lingering in corridors.	- Follow the School's Fire Evacuation plans for both sites	- Within the first 3 weeks of Sept Davy Woodcock to carry out fire evacuation drills. - Plans updated prior to school opening in Sept 2020
	Suspected Coronavirus Case identified within school or within a household of a child or staff member.	- Isolation room identified for suspected case to move to with a closed door. (supervision of minors should be considered) - Minimise contact with individuals who are unwell. - Clean hands more often than usual. - Window open for ventilation. - Use of separate bathroom whilst waiting. - Bathroom and room to be cleaned and disinfected before use by others. - PPE must be worn by staff caring for the child while they await collection. - Engage with NHS Test and Trace process (book a test, provide details of close contacts, self-isolate)	- Please refer to school's updated Risk Assessment & H&S guidance - Please refer to 'Management of known or suspected cases' guidance. - Book tests: www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ or Tel NHS 119 - Schools to safely store the home testing kits provided to distribute to families or staff. - Follow stay at home guidance: www.gov.uk/government/publications/covid-19-stay-at-home-guidance	- Immediately a suspected case is communicated to leadership in school. - All staff responsible for spotting, reporting. - SLT to follow H&S guidance and 'Management of known or suspected cases' guidance.
	Confirmed case of Coronavirus (If 2 or more confirmed cases within 14 days or an overall rise in sickness absence, this may indicate an outbreak)	- Swift action essential PHE East Midlands Health Protection Team, Public Health England, Seaton House City Link, Nottingham, NG2 4LA Phone: 0344 2254 524 option 1	- Contact local health protection team who will carry out a rapid risk assessment - Inform Caretaker/Cleaner (Davy Woodcock/Margaret Smith) - Inform Headteacher - Letter sent to parents using template provided by the Health Protection Team.	Karl Duke
	Child who is clinically extremely vulnerable returning to school.	- Individual risk assessment to be put in place in conjunction with parents and any medical advice. Obtaining doctors health plans as needed.	- Identify who the children are - Contact parents before the Summer holidays	

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	Children Living with someone who is classed as clinically extremely vulnerable		<ul style="list-style-type: none"> - Parents to seek medical advice from health professionals prior to meeting with the school. - Individual risk assessment put in place and shared with all adults involved in the education and care of the child. - Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to. 	- Jayne Cook in conjunction with Karl Duke .
	<p>General staff safety</p> <p>Cleaning operatives need to deep clean all areas of the school unhindered.</p>	<ul style="list-style-type: none"> - Face coverings to be made available to all staff - Hand sanitiser gel readily available - Enhanced hand washing routines - Robust respiratory hygiene - Enhanced cleaning arrangements – more frequent cleaning of rooms, frequently touched surfaces cleaned etc. - Staffrooms re-organised to allow for social distancing/additional staffroom put in place (<u>Intervention Rms at Laughton and Blyton</u>) - Staff, leadership and site staff must depart as soon as is practically possible optimising working at home and meeting via Zoom from home when appropriate. 	<ul style="list-style-type: none"> - Davy Woodcock & Margaret Smith to regularly check stock of disposable paper towels, soaps, sanitiser gel and PPE. - Davy Woodcock & Margaret Smith to place cleaning supply orders as required to meet needs for their schools for reopening fully in September. 	<ul style="list-style-type: none"> - SLT to provide conditions for safety. - All staff responsible to adhere to safety measures. Davy Woodcock & Margaret Smith to check stock levels and advise Taylor Miller on needs.
	Children who need intimate/medical care/First Aid	<ul style="list-style-type: none"> - Face coverings to be worn - Disposable gloves to be worn - Disposable aprons to be worn - Waste to be bagged immediately and disposed of - Hand washing guidance adhered to. 	- Ensure both school sites have stock of PPE available	- Identified staff
	People who are ill – new continuous cough, high temperature, loss or change in sense of taste and smell.	<ul style="list-style-type: none"> - People who report being ill should stay at home. - People in school who report being ill should be sent home immediately. - Active engagement in NHS track and trace 		

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Classroom Organisation to reduce contacts, maximise distancing and minimise potential for contamination.	Seating children	- Children to sit side by side facing the front of the classroom.	- Setting out of classroom spaces with forward facing desks.	- Class teachers /support staff - Before the summer holiday
	Classes to become consistent bubbles	- Grouping children together in consistent bubbles. - Avoid contact between groups/other bubbles		- SLT in conjunction with class teachers
	Break-times & Lunchtimes	<ul style="list-style-type: none"> - Outside areas zoned for different class bubbles to use or breaks and lunchtimes outside time is staggered. - First aiders to wear minimum gloves and face coverings to deal with close contact. - Staggered breaks/lunchtime play across the school - Children to have their lunches in classroom bubbles (Ivy, Willow, Fig) or the hall (Olive & Fir at Laughton and Clover at Blyton) - Lunches to be slightly shorter and staggered to enable limited number of Midday supervisors to monitor - First aiders to wear minimum of gloves and face coverings to deal with close contact. - Cleaning of surfaces to happen immediately after eating. - Lunchboxes from home to be stored in lockers or classrooms and be collected and returned by children. -Midday supervisors will continue to support the supervision of lunchtimes but they will be allocated to bubbles where possible. Clover bubble will be allowed to use the school hall given that they are more likely to be able to distance whilst in that space. 	<ul style="list-style-type: none"> - Communication with Ideal Meals re. lunches going forward and operating systems/choices - Letter to parents re. lunch ordering and provision - Rota drawn up of staffing lunches. - PPE made available to lunchtime staff - Outside zoned using all available space around the school. - Rota system drawn up for breaks and lunchtimes <p>SLT to complete rota for each site</p> <p>Timings of lunchtimes will be staggered, as will break times:</p> <p>Break times</p> <ul style="list-style-type: none"> • Fir: 10.15 – 10.30 & 2.15-2.30 • Ivy: 10.35 – 10.50 & 2.35 – 2.50 • Clover & Willow: 10.15-10.30 • Fig: 10.35-10.50 <p>Olive – flexible due to outdoor provision</p> <p>Lunch times at Laughton:</p> <ul style="list-style-type: none"> • 12.15 – 1.15 (children can return to class from 1.05) • Ivy in classroom 	- SLT

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		A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The playground will be split in to zones and allocated to bubbles to avoid any cross-contamination.	<ul style="list-style-type: none"> Olive and Fir in hall When completed – Ivy and Fir outside with playground split Olive to return to class and outdoor provision area <p>Lunch times at Blyton:</p> <ul style="list-style-type: none"> 11.55 – 12.40 Willow Lunch – return to classroom at 12.40 for five minutes before learning starts at 12.45 Willow break 2.00-2.10 12.20 – 1.05 Clover and Fig lunch 	
	Staffing within bubbles	- Ideally one teacher and one TA in each bubble if 15+ children to allow for learning support and breaks for staff.	- Class bubbles set up	- SLT - Before the Summer Holiday
	Ventilation in rooms	<ul style="list-style-type: none"> - As much outdoor learning as possible to be facilitated - Windows open in classes 	- Clear message to staff re. curriculum planning.	- SLT and teaching staff
	Toileting	<ul style="list-style-type: none"> - If possible allocate toilets to particular bubbles/groups of bubbles. - Emphasise handwashing guidance with children, after going to the toilet. 	- Regular cleaning of all toilets.	-Allocation by SLT - TAs -cleaning during the day - Davy Woodcock/ Margaret Smith at the end of the day
	Movement around the school minimising contact	<ul style="list-style-type: none"> - One-way system in place if possible - 	- Review existing arrangements and make changes.	- SLT - Before the Summer
BcL Curriculum	<p>Blyton cum Laughton Church of England Primary School will not have a ‘recovery curriculum’. We will instead apply our curriculum in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to ‘catch-up’.</p> <p>During the first term, children will be reminded of all of their hard work during the previous year and we will ‘reset’ the expectations so that children know that we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>Our September 2020 curriculum will be as planned, however more time needs to be given to planning the non-core elements so that our curriculum offer is aligned to our improvement plan.</p>			-SLT - Training Day on September 4th for teachers and TAs - Clear guidance document to be prepared for all other staff in

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	<p>We will return to the normal teaching of all subjects by autumn term.</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys.</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Classteachers will begin to use Class Dojo and upload information to class stories to maintain contact and links with parents. Oak National Academy lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns be imposed.</p> <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents in the Autumn Term. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.</p>			<p>preparation for the new term - Teachers to deliver By September 2020</p>
	Delivering a broad and ambitious Curriculum.	<ul style="list-style-type: none"> - Transition - Routines and structures - Personal hygiene/handwashing - Behaviour expectations incl. not touching peers and teachers and distancing for older children. - PSHE & Health and well-being - Assessment of pupil' starting points - Addressing any gaps - RHE - Phonics - Nurture – this is essential. Staff must maintain social distancing with children and have children/groups from the same bubble only. - Reading-Inspired Curriculum ensures a broad and ambitious curriculum is delivered. 	<ul style="list-style-type: none"> - Messages re. curriculum shared with teachers and TAs - Teachers to map out first weeks - PUMA/PIRA Summer term tests from previous year completed within first two weeks of new term to assess where children are. - Tests used to inform planning for Autumn Term 	
Teaching, Learning and Assessment	For pupils in Reception, teachers should assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. Consider how all groups of children can be given equal opportunities for outdoor learning.			-SLT

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	For pupils in key stages 1 and 2, school teachers are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education			
	School Team	<p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>Blyton cum Laughton CE Primary School has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Likewise, Sports coaches will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also.</p> <p><i>Staff taking leave</i></p>		SLT

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		<p>The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p> <p>Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults.</p>		
	Marking and feedback of written outcomes	<ul style="list-style-type: none"> - Use visualiser regularly to share learning and areas for development - Identify a feedback station for children to bring work to for feedback to be given at a distance 	- Feedback station in each classroom	- Teachers
	Primary Assessment	<p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none"> • the phonics screening check • key stage 1 tests and teacher assessment • the year 4 multiplication tables check • key stage 2 tests and teacher assessment • statutory trialling 	Blyton cum Laughton CE Primary School will prepare for these tests in the same manner as has been done in previous years.	Karl Duke SLT
	Use of concrete resources in EYFS and classes.	<ul style="list-style-type: none"> - Frequently used equipment (pencils, pens etc.) are not shared. - Bubble based resources – books and games to be cleaned regularly. - Limit resources that are shared between class bubbles (Art, Science, PE) 	<ul style="list-style-type: none"> - Set up individual learning packs for all children. - Curriculum resources allocated to each class where possible. 	Teachers Before September 1 st
	Reading books used within school and taken home – risk of materials moving between	<ul style="list-style-type: none"> - Books with plastic covers to be ‘quarantined’ for 72 hours on return. - Books with paper/card covers to be ‘quarantined’ for 24 hours. <p><i>This is in line with PHE advice 27/3/20.</i></p>	<ul style="list-style-type: none"> - Children and adults wash hands before and after handling books in school. - Children and adults wash hands before and after accessing book corners/libraries. 	Teachers Book Quarantine Boxes set up by September start

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	households – potential risk of transmission.		-Teacher to provide a home reader returns box – one for paper/card covers, one for plastic covers. On books being returned this box is then quarantined for 72/24 hours until returning safely to school stock.	
	RWI groups	- Class bubble based phonics lessons	- Teachers to plan for whole class phonics lessons and differentiation within that.	-KS1 Teachers.
	Resources between home and school – homework, books home, planners etc.	- Limit what children bring in to school, X – pencil cases, toys, books from home, face-coverings. √ - sun hats, school reading books, homework books, lunch boxes, hats, coats, bags.	- SLT to decide what children can and cannot bring in to school. - List communicated to parents	- List included within the letter to parents - Karl Duke
	Teaching at a distance to ensure that staff are maintaining social distance.	- Teaching spaces to be 2m from the children's desks. - Children encouraged to not touch staff. - Older children encouraged to keep their distance. - Avoid close face to face contact.	- Within planning of lessons use visualisers and other visual stimulus for delivery. - Feedback station	Teachers
	Intervention groups that break the bubble	- All interventions to take place within the bubble - same children, same room unless there is space available for each bubble to have a break out intervention space/room.	- Provision maps established using previous information during class handover process	- Rachel Briscoe to co-ordinate with SLT and teachers. - September 2020
	Music	Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another.	-Lorna Batey to consider repercussions for our Music Curriculum and how it may be amended accordingly - Introduction of more lyric analysis	Lorna Batey
	Physical Education	-PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.	-Paul Johnson to be informed of the latest guidance and school expectations - A minimum of one TA to support sessions	Karl Duke – to share guidance

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		<p>-The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different individual groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>-Contact sports are to be avoided.</p> <p>-Paul Johnson will continue his role as Sports Coach to deliver PE sessions and must follow the protective measures.</p>		Paul Johnson – to deliver PE safely to all children in Y1 – Y6
	Catch up funding use	<ul style="list-style-type: none"> - Teachers offering tutoring after school and claiming overtime? - Employing a school tutor for a year? - Buying in to the National Tutoring Programme? - Enhancing what we already offer? - Buying on-line catch up programmes? 	<ul style="list-style-type: none"> - Clarity of how much funding to be received and if it is to be for solely disadvantaged pupils? - Research in to what the local area can provide in terms of NTP tutors. 	Karl Duke
	Worship	<ul style="list-style-type: none"> - Class based within the bubble and led by the teacher - Whole school worship via school YouTube channel and delivered by HT and staff 	<ul style="list-style-type: none"> - Timetabled in - Shared focus for worship across the school 	<ul style="list-style-type: none"> - Lorna Batey to share timetable for the terms - HT/Teachers to be filmed delivering worship for You Tube channel for all children to access
	After school clubs	<ul style="list-style-type: none"> - After-school clubs must ensure class bubbles are in place within the club 	<ul style="list-style-type: none"> - Staffing to be organised - Parents informed via letter if any clubs are going to be offered. 	SLT Decision made within school before the Summer

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	Pastoral Care	<p>-Jayne Cook (Learning Mentor) will ensure that appropriate materials are on hand to support children's wellbeing.</p> <p>-PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, Jayne Cook is to be informed so that specific interventions can take place and will need to ensure that she distances appropriately during meetings (outside preferably) given that she will be required to work across bubbles.</p>	-Teachers and TAs to identify children who may require extra support	Whole team Jayne Cook – to support children
	Behaviour Policy	<p>-The current approved behaviour policy coronavirus amendment will still apply.</p> <p>-During September, expectations of behaviour will be revisited and the school's values of 'Caring for Our School, Caring for Each Other.' will be widely discussed so that the ethos of the school does not change. -</p> <p>The climate and culture needs to remain one of high expectations and respect for one another.</p>	- Behaviour policy to be reviewed	- Karl Duke to review and amend the behaviour policy and share with all staff.
Access to School Sites	Deliveries	<p>- Parcels and post to be left inside the entrance of the building.</p> <p>- Clear signage to be placed on doors.</p>	- Office receptionists to create signs for external reception doors	Before September Office Staff
	Parents entering for queries and meetings	<p>- Parents to be encouraged to phone the school rather than coming in person.</p> <p>- If parents have to enter the building they do so one at a time to avoid crowds. No reception area is large enough to adhere to 1m social distancing.</p>	<p>- Letter sent to parents outlining new operational procedures of the school.</p> <p>- Office Staff to create signs for the front entrances</p>	Letter to parents written by Karl Duke Signage by Office Staff . Before the Summer.

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	Outside agencies/visitors for meetings and workshops/training	<ul style="list-style-type: none"> - Encourage the use of 'Zoom' for all meetings where possible. - Use meeting rooms big enough for social distancing. - Posters displayed in all reception areas outlining Health and Safety procedures the school would like them to follow. Office staff to alert all visitors to this. 	<ul style="list-style-type: none"> - Establish how many people can safely meet in all rooms at all sites: <ul style="list-style-type: none"> • Headteacher's office • Intervention Rm at Loughton • Hall at both sites 	<ul style="list-style-type: none"> - Office staff in conjunction with Karl Duke and Davy Woodcock - Before the Summer Holiday
	School drop off	<ul style="list-style-type: none"> - Separate entrances identified or where this is not possible due to site restrictions, staggered start times. - Parents advised to maintain 1m social distancing to each other and all staff in school. 	<ul style="list-style-type: none"> - Information shared with all staff, parents and pupils 	<ul style="list-style-type: none"> SLT Before the Summer holiday
	School pick up	<ul style="list-style-type: none"> - Separate exits identified or where this is not possible due to site restrictions, staggered finish times. - Parents advised to maintain 1m social distancing in the playground. 	<ul style="list-style-type: none"> - Information shared with all staff, parents and pupils via letter and/or email. 	<ul style="list-style-type: none"> SLT Before the Summer holiday
	School Events (class worship, celebration worship)	<ul style="list-style-type: none"> - Class bubbles only - Videos posted on You Tube, website of class worship, nativities. - Parental consents MUST be sought and strictly adhered to in line with the School's policies and appendices on: <ul style="list-style-type: none"> • Safeguarding • Social Media • Staff Handbook • Code of Conduct 	<ul style="list-style-type: none"> - SLT to decide if bubble events will be recorded and posted online. - Team to consider options for how regular involvement of parents/carers can be in place through the use of technology, etc including Class Dojo (recently acquired) 	<ul style="list-style-type: none"> SLT Teachers
Hygiene	Cleanliness of classes and personal hygiene of staff and children	<ul style="list-style-type: none"> - Cleaning caddies to be provided for all classrooms, offices and meeting spaces within school sites and staff toilets. - Handwashing regime continued with children and staff. (on arrival, returning from breaks, before and after eating, after using 	<ul style="list-style-type: none"> - Davy Woodcock & Margaret Smith to ensure all rooms are equipped with cleaning/hygiene materials. 	<ul style="list-style-type: none"> DW & MS TAs during the school day By September 2020

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		resources and equipment that is shared within the bubble) - Good respiratory hygiene adhered to (catch it, bin it, kill it) - Tissues and bins in all rooms (classes, offices and meeting spaces)		
Movement across the school sites	All staff and others to limit their movement between schools	- Zoom meetings to be adopted where possible. - If face to face meetings have to happen then ensure meeting spaces are adequate to ensure 1m+ social distancing. - Training for groups of staff may take place in school but with social distancing guidelines in place, e.g. September 4 th with teachers and teaching assistants	- All staff follow social distancing guidelines	SLT
Educational Visits	All trips to follow social distancing guidelines	-School trips using coaches can occur as long as the children travel in their consistent bubbles. -If children are travelling via coach to a trip they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible. -School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.	Teachers to consider which trips may be appropriate in the autumn term.	Karl Duke Teachers
Wraparound Care	Breakfast Clubs	- Offer breakfast clubs at each separate site that adhere to 2m social distancing even though class bubbles are in place. (Either children individually social distance or their 'class bubbles' socially distance)	- Decision over Breakfast Club to be made prior to end of Summer term and parents/carers informed -Breakfast clubs to take place in the hall where social distancing can happen. - Children sat at tables to eat breakfast and do activities.	- Karl Duke to look at the feasibility of this with Carolyn Fisher - Parents informed of new system.

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			<ul style="list-style-type: none"> - Children are served breakfast. - Individually wrapped food offered where appropriate. - Fruit/cold food prepared and served in individual bowls and plates. 	
Signage	All users of school sites understand where they can/can't go.	- Update all signage both internally and externally to reflect this action plan and updated national guidance.	- Update all signage both internally and externally to reflect this action plan and updated national guidance.	- Karl Duke & Davy Woodcock - Before the Summer break.
Communication with staff, parents and governors	Ensure there is a shared message across all levels of staff.	- Re-opening action plan written	- Karl Duke to write 're-opening plan' - SLT to adapt plan according to each site and contexts. - Plans shared with Governing Body - Plan shared with all staff - Summary of plans shared with parents in a letter posted on the website	- Karl Duke to write school generic plan. Before the Summer Holidays
	Opening plans shared with parents	- Letter to parents outlining relevant points of this action plan to include: <ul style="list-style-type: none"> • Drop Offs • Pick Ups • Breakfast Clubs • Parent Consultations • After school clubs • Children - what to bring/not bring • Lunches and ordering • Access to the site/staff • What the school day will look like • Health and Safety measures in place • Playground protocols 	- Letter to parents written and shared with all families via email, twitter, website and other platforms.	- Karl Duke During the last week of term.
	Parent Consultations (October)	Telephone consultations to be held either in school or at home maintaining professional conduct.	- Parents informed of new ways of working in a letter - Sallie Patterson to send out phone call appointments in the same way as consultations are normally organised	Karl Duke - letter Sallie Patterson

Area	Issues to address	Solutions	Action Needed	Timescale and staff responsible
	SEND reviews	Via Zoom/telephone	- Rachel Briscoe to communicate with outside agencies and the LA re. ways of working.	Rachel Briscoe
Leaders	Monitoring and Evaluation	- All leaders undertaking monitoring will adhere to social distancing guidelines.	- Please see Monitoring and Evaluation schedule for 2020 – 21.	SLT
	Behaviour Management	- Behaviour policy to be updated in line with GOV.UK guidance of 2 nd July 2020. - Time out in other classes removed from the policy as a sanction.	- Behaviour policy shared with all staff. - Behaviour policy shared with children.	- Karl Duke to update policy before the start of school Sept 20 - Teachers and TAs to adhere to updated behaviour Policy
	Meetings with internal/external	- All Governing Body meetings to be held via Zoom up to Christmas 2020.	- Governor meetings mapped out for the coming year. - Email sent to all governors re. online meetings until Jan 2020	- Clerk to Governors (Sallie Patterson)
	Attendance	- Normal attendance procedures in place as of September 2020.	- SLT and Jayne Cook to work with families to gain confidence in sending children back to school. - Record attendance and follow up absences	SLT and Jayne Cook
Teachers	Staff meetings and CPD	- Staff meetings/training/ to be held in large open spaces where 1m social distancing can be maintained or via Zoom, either in school or at home.	- All staff to have 'Zoom' installed on laptops. - Training on use to be offered to staff and those hosting meetings. - Research cost of Zoom after free period ends.	Karl Duke - Over the Summer holiday and ready for September 2020.
	PPA and NQT time	- Use Paul Johnson or TAs within that site	- All staff entering bubbles for cover purposes to adhere to the School's risk assessment, the action plan and maintain social distancing.	Teaching staff Teaching assistants Paul Johnson

Area	Issues to address	Solutions	Action Needed	Timescale and staff responsible
Local Lockdown	If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.			
Home Learning Plan/Remote Education Plan – how will we ensure continuity of education for all pupils?	<p>Blyton cum Laughton Church of England Primary School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> Children are to take home their individual stationary packs and their current exercise books Adults will share lessons via Class Dojo, often in reference to Oak National Academy lessons that are tailored for every objective in the primary curriculum (EYFS coming soon). Teachers will then be able to meet with children that require additional support through MS Teams online. Those children not requiring support to complete work will not be required to log on for a Teams meeting. <p>Children will be able to take photos of their learning and upload to the Class Dojo page so that teachers can monitor progress and offer supportive feedback if appropriate.</p> <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (https://www.thenational.academy/information-for-teachers).</p> <p>Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> Children will receive learning opportunities for a range of subjects each day Learning will be sequenced as per our Reading-Inspired Curriculum High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National Work will be checked through uploads to Class Dojo or via MS Teams Use of the DfE Curriculum documents including Maths (published 6.7.20) Teachers will be available via MS Teams so that they can further tailor the learning as a result of feedback. Often this will be after the Oak National Academy lesson has been completed. Lessons will be of the equivalent length of a normal school day. Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team. 			<p>SLT</p> <p>Taylor Miller to research Microsoft Teams in preparation for Lockdown</p>

