



Badgerbrook Primary School Re-opening Plan

Updated 27th August 2020

We have to recognise that it will not be possible to reduce the risk of transmission to zero whilst there is any circulation of the virus within the community and indeed nationally. There seems to be no prospect of that happening for some considerable time.

Therefore, the purpose of this plan is to reduce the risk of transmission as far as it is practically possible whilst delivering a broad and balanced curriculum.

Government guidance for full opening of schools **is to minimise contact between individuals and maintain social distancing wherever possible.**

“The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children’s ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible”

Schools have the flexibility to respond to risks in a way that meets their individual circumstances whilst complying with their duties under health and safety legislation. Our risk assessment is specific to **Badgerbrook Primary School** and has been circulated to all staff and governors for consultation. Our plans for re-opening to all pupils have been guided by our risk assessment process.

As a school we continue to update our risk assessment to evaluate and address as many risks as we can for both pupil and staff. We will make adjustments to our approach as appropriate and inform you as soon as we can.

Below are the arrangements we are planning to put in place for all children to return to school but these are subject to any updated guidance from the government and the Local Authority.

In the following pages we have updated our plans and tried to give you more information to help with the return to school next week.

We realise that there will be some difficulties and anomalies caused by our plans. We will be reviewing and refining them as we see how they work in practice as all the children come back in to school. Thank you for your patience and understanding as we work to keep all staff, children and their families as safe as possible.

It is most important that anyone (staff or pupil) who has coronavirus (COVID-19) symptoms, or who has someone in their household who does, does not attend school. Anyone who displays symptoms of coronavirus (COVID-19) should get a test and inform the school of the result immediately

Attendance

- All children are expected to return to school and attendance will be continually monitored
- Parents/carers are reminded to ring the school and leave a message on the answer phone if your child is going to be absent or late.

Assigning children to safe learning groups – we are calling them ‘bubbles’

- We will assign children to **year group bubbles**. This will enable us to manage the practical logistics within and around school while delivering a broad and balanced curriculum.
- Wherever possible staff will remain with their assigned children throughout the school day. However, all teachers and other staff are able to operate across different classes and year groups to facilitate the delivery of the school timetable
- Adults in school will maintain social distancing wherever possible
- Bubbles will remain as socially distant from other bubbles as possible throughout the school day.
- Children in each bubble will eat together in their classrooms and have **zoned areas** to use at break times and lunchtimes. The year group bubbles will not mix.
- **Arrival and departure times will be staggered** to minimise contact between bubbles and facilitate social distancing by parents/carers. Year groups have been given specific arrival and pick up times:

Year 6	8.45 am - 3.15pm
Year 5	9.00 am - 3.15pm
Year 4	9.00 am - 3.15pm
Year 3	9.00 am - 3.15pm
Year 2	8.45 am - 3.00pm
Year 1	9.00 am - 3.00pm
Foundation	9.15 am - 3.00pm

- Year groups have been given **specific entrance/exit doors** to use:
(the ‘small playground’ is the area on the Dog and Gun Road side of the building)
 - FSLB - through classroom door (accessed via the small playground)
 - FSDL - through classroom door (accessed via main playground)
 - Year 1 – 1PS through classroom door (accessed via main playground)
 - Year 1 - 1EE/SH through the door into their cloakroom (accessed via main playground)
 - Year 2 - through Year 2 door (accessed via the small playground)
 - Year 3 – through the Year 3 door (accessed via the small playground)
 - Year 4 - through the Year 4 door (accessed via the main playground)
 - Year 5 - by the Year 5 door to the left of the main school entrance
 - Year 6 - by the Year 6 door in the corner of the main playground
- School staff will be on these entrances to welcome children into school and direct them to their classes
- School staff will be at the exits at the end of the day to make sure they meet up with the parent/carer collecting them
 - Please continue to notify your class teacher if another adult will be collecting your child at the end of the day
 - A permission slip will need to be completed by parents of Year 6 or 5 pupils where you want them to make their own way home at the end of the day
- We will be allowing parents on to the school site to bring and collect their children as we think this is safer than asking parents to congregate outside the school gates
- There will be a **one way system in place around the main pedestrian gates** to aid social distancing – **in** at the gates near the car park and **out** by the gates near the main school entrance

- Only **one adult per child/ children** will be able to drop off or collect children and parents will not be able to bring their child into the classroom. Parents should keep their child with them at all times until they go into the school building. This will help to ensure social distancing
- If at all possible, parents are asked not to bring any siblings who are not attending Badgerbrook into the school grounds

Communication

- Communication between home and school will continue to be available. Parents are asked not to come in to the school office but telephone or email the school admin team with any queries or information 0116 2752353 office@badgerbrook.leics.sch.uk
- We will use **email and telephone calls** to contact parents. Parents will not be able to meet with staff within the school building.
- **Class email addresses** will be available to enable parents to contact the child's class teacher and to support home learning should it become necessary in the future. These will be set up at the beginning of term and details will be shared with parents.

Changing classroom layouts and adapting teaching and outdoor provision

- We are **preparing our classrooms** to accommodate the children safely.
- Classrooms will be set out to allow as much space between individuals as possible:
 - Key Stage 2 will be seated in forward facing rows and pupils will be actively encouraged to social distance wherever possible, particularly from adults in school
 - Key Stage 1 and EYFS pupils will not be expected to social distance so group tables will still be used
 - Class teachers may have marked out a 2m distancing space at the front of the classroom (ie using yellow & black hazard tape to mark out designated areas on the floor)
- Cloakrooms will be in use for coats etc
- Pupils are required to wear **school uniform** and to wear PE kit on the days they have outdoor PE. They will remain in PE kit all day so layers and trainers are appropriate
- Government advice is that you do not need to clean uniforms differently or any more often than usual because of coronavirus (COVID-19).
- PE kit bags should not be brought into school. This is to reduce the need for pupils to change into and out of PE kit in school and to reduce congestion in the cloakrooms.
- **Pupils are able to bring in their own water bottles, lunch boxes and school bags.** These will be kept in or near the classroom
- Wherever possible children will have their own sets of resources and will not be able to share with others. **Key Stage 2 pupils will be encouraged to bring pencil cases** and their own resources from home so they can keep them for their own use.
- Where it is not possible for children to have their own resources ie in the Early Years/Key Stage 1, then regular cleaning of shared resources will take place.
- Computers/Laptops (keyboard, mouse etc) will be sanitised after each use
- The **outdoor adventure playground equipment will not be in use.** However, some outdoor play equipment will be organised into Bubble Bags so that it can only be used by the children in that bubble at break and lunch times
- When homework is given it will be set and responded to via Seesaw and Purple Mash
- Home/school diaries will not be used this term
- Where possible teachers will use live marking, self-marking, whole class feedback, discussion etc
- Changes to the homework and marking policies will be shared with parents shortly

- We will continue to follow our **Behaviour policy** as amended in May 2020 and this will be shared again with pupils and staff in school.
- Our normal **Safeguarding/child protection** procedures continue to be in place and the policy has been updated to reflect the current situation.

Educational visits and visitors to school

- **No educational off site** or on site visits will take place during the first half term. This will be reviewed in October.
- Visits from external professionals will be risk assessed on a case by case basis ie LA staff, healthcare workers, SEND support workers, peripatetic music teachers, school photographers, the NHS immunisation team
- Student teacher placements and college placement students will be risk assessed on a case by case basis and will follow all the school COVID19 safety procedures when in school
- Other volunteers will not be able to come in to school for the time being. This will be reviewed later in the term

Providing school lunches

- School dinners will be limited to a **school packed lunch** 'Grab Bag' for all pupils.
- No hot meals or other meal options will be available.
- Pupils may bring their own packed lunch from home and **lunch boxes** can now be brought in.
- School packed lunches will be ordered in the classroom each morning
- **School dinners remain free for children in Foundation Stage, Year 1 and Year 2.** Meals for Year 3 and above must be paid for in advance through ParentPay
- School packed lunches will be delivered to the classrooms each morning.
- These arrangements will be reviewed regularly with a view to returning to hot lunches in the future.

Enhancing hygiene and infection control arrangements

- **Infection control** procedures are adhered to in accordance with the relevant guidance from the DfE and PHE.
- Adults in each bubble will ensure there are **good hygiene routines** are established. Please support us by explaining the importance of this, and the social distancing procedures, to your child prior to your child returning to school
- Soap and water is available in each area of school and staff will remind children to **wash their hands** for at least 20 seconds with soap and water regularly – including when arriving and leaving school, before and after breaks, before and after eating
- **Hand sanitiser** will be available in every classroom. If a child wants to bring in their own smaller bottle to keep on their table that will be appreciated.
- Personal Protective Equipment (**PPE**) may be worn during the day by staff at significant risk due to necessary close personal contact with pupils, by staff deemed to be extremely clinically vulnerable, clinically vulnerable or otherwise at higher risk, who have vulnerable family members or where personal reassurance is required. This may include face coverings, visors etc
- Staff at high risk have individual risk assessments as discussed with the Headteacher
- **Typically, PPE will also be used when social distancing is not possible** ie if a child requires medical attention, when dealing with toileting accidents or supervising children who may become asymptomatic during the day and have to be removed from the classroom until they can be collected by parents

- Parents will be asked to wear a face covering if it is necessary for them to come into school to collect a child who is ill
- **No one with symptoms of COVID-19 should attend Badgerbrook for any reason.**
- If any child becomes unwell during the school day with a new, continuous cough, what appears to be a high temperature, loss of sense of smell/taste setting we will phone parents to collect immediately. While the child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door.
- Parents will be advised to follow the staying at home guidance and request a COVID-19 test. **Please inform the school of the result as soon as possible.**
- The SLT will take swift action when they become aware that someone has tested positive for COVID-19. They will contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate
- The health protection team will work with the SLT to guide them through the actions they need to take
- Details of all year group bubbles and the staff who have worked with them will be recorded in case they are needed by the Health Protection Team.
- Contact details will be requested from all visitors to the school site to enable NHS Track and Trace. These details will be disposed of after 21 days

Enhancing site safety, cleaning and maintenance arrangements

- The school has remained partially open and during this time all **statutory health and safety checks** have been carried out.
- The whole school building has been **deep cleaned** during the partial closure and the summer holidays
- A detailed cleaning schedule has been implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps, etc are all thoroughly cleaned and disinfected regularly throughout the day. An additional cleaner has been employed to facilitate this
- Only visitors or contractors with prearranged appointments will be allowed on site and will be requested to follow all safe, and social distancing, procedures
- **Evacuation procedures** have been modified to set up assembly points which help with social distancing. The usual evacuation exit doors will be used. Each year group will be reminded of their safe route out of school and shown their assembly point.
- A walk through of evacuation procedures will take place soon after the start of term
- In the event of a real emergency pupil safety will outweigh safe distancing requirements

Out-of-School Hours provision

- Unfortunately, it will not be possible to offer the **Breakfast or After School** clubs when the school first re-opens
- At the moment our priority is to provide a school space for all our pupils while minimising the risk to children, staff and parents by reducing the risk of infection and transmission of the virus.
- Within the current risk assessment, we are considering the use of the New Studio as a classroom or isolation room so we are not able to offer this space for out-of-school provision.
- Once we have identified a space which can be used for this out-of-school provision we will meet with the providers to discuss the risk mitigation systems they are able to put in place and to assess the impact on the school's year group bubble structure, infection control and any cleaning requirements ie toilets, kitchen facilities etc
- In line with the Government's guidance on '*Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak*' and

'Working safely during coronavirus (COVID-19)', the providers will need to carry out a risk assessment in line with the HSE guidance, identifying protective measures and including details about groups, staff ratios, toilet, usage, shared resources, cleaning, first aid provision etc)

- **We will review this as soon as possible** so that we can support the Breakfast and After School provider to re-open with suitable mitigation procedures in place

Providing staff with training and guidance

- All staff have been provided with training and guidance to adapt the school day to maintain social distancing, encourage good hygiene and best meet the needs of children who might be experiencing anxiety

Contingency planning for outbreaks

- In the event of a local outbreak the PHE health protection team or local authority may advise the school to close temporarily to help control transmission
- This may involve a return to opening only for vulnerable children and the children of critical workers and providing remote education for all other pupils
- Where class, group or small number of pupils need to self-isolate or there is a local lockdown the school will have the capacity to offer remote education again.

You can find out more details of the government's information for parents by following this link:

<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 will continue to review procedures and update our risk assessment and will let you know as soon as we can if we make any changes.

We forward to welcoming all pupils back to school on Tuesday 1st September.