

**Nacton Church of England Primary School**  
**COVID-19 Extending Provision to Additional Pupils**  
**June 2020**

<b>Priority:</b> <b>Re-opening of Nacton Church of England Primary School as safely as possible following the COVID-19 lockdown and enforced school closure.</b> <b>To reduce the risk to pupils, staff and families of contracting COVID-19 whilst they are in school. <u>The environment will never be risk free, attendance in school is recognition that you are aware of these risks.</u></b>		Lead Person: G. Ryan  Local Governor monitoring: Shared on Governorhub 20/05/20	
<b>Evidence: what is the current position and reason for its inclusion as a major priority</b>	School is currently closed for most pupils following the Government's enforced closure. It is anticipated that schools will be asked to extend provision to several year groups after the May half term – at the beginning of June.	<b>Where we want to be; intended impact on pupils; what evidence is needed to show we have achieved it?</b>	Impact needs to be on all areas of school life to keep pupils, staff, parents and visitors as safe as possible.  Success Criteria Nacton will be able to open to some pupils, safely, delivering an effective education.

This is a working document, so will be updated regularly including evaluation. All updates will be shared with staff, and with parents where necessary.

Specific objective	Responsibility	Actions	Evaluation
		Immediate actions to allow an occupancy of 25% working up to an occupancy of 50%	
<u>Which pupils and how many?</u> We should prepare to open for Year R, 1, 6 from 01/06/20. This date isn't definite.	GR	<ul style="list-style-type: none"> <li>○ Establish new temporary routines</li> <li>○ Establish new temporary timetables</li> <li>○ Communicate protocols to the pupils, parents and staff</li> <li>○ Gather ideas of numbers of pupils likely to return</li> <li>○ Staff will work with their usual year group, maintaining a bubble. Year 3/4 staff will work with the key worker/vulnerable pupils.</li> <li>○ Establish PPA time for staff</li> <li>○ Parents have the option to send pupils in part time if that suits their work patterns and otherwise nervous brining their child in.</li> <li>○ To ease the start of the wider opening, the first week will have a staggered start:               <ul style="list-style-type: none"> <li>○ Monday 1<sup>st</sup> June – key worker/vulnerable pupils only. Staff in to practise the new</li> </ul> </li> </ul>	

		<p>protocol and receive training on PPE application and removal.</p> <ul style="list-style-type: none"> <li>○ Tuesday 2<sup>nd</sup> June – key worker/vulnerable pupils and Year 6 pupils</li> <li>○ Wednesday 3<sup>rd</sup> June – key worker/vulnerable, Year 6 and Year 1</li> <li>○ Thursday 4<sup>th</sup> June and onwards – key worker/vulnerable, Year 6, Year 1 and Reception.</li> </ul>	
<p><u>Start and end of the school day</u> Ensure pupils and parents can arrive at and leave school safely</p>	<p>GR and all staff</p>	<ul style="list-style-type: none"> <li>○ Have a staggered start and end to the school day to restrict parent numbers in the playground and allow social distancing. If parents/carers have children in more than one group please let us know so we arrange one drop off if that is easier.</li> </ul> <p>Year 6 start @ 8.30-8.40am Year 1 &amp; key worker start @ 8.45-8.55am Year R start @ 9.00-9.10am</p> <p>Year 6 finish @ 2.45pm Year 1 &amp; key worker finish @ 3.00pm Year R finish @ 3.15pm</p> <ul style="list-style-type: none"> <li>○ Pupils wash hands before leaving school. Pupils will line up, spaced out, by the ramps for parents to collect</li> <li>○ Establish a one way system – in the large gate and out by the usual gate</li> <li>○ Only one parent to bring/collect their child (no siblings if at all possible, if they have to come they must stay beside their parent)</li> <li>○ Staff the flow of parents and pupils to ensure distancing and safety. Staff member (GR) on the gate to take the register/lunch order</li> <li>○ Member of office staff on the usual side gate, on the playground to enable social distancing</li> <li>○ Tie ribbons on Lions’ outside area to show 2m.</li> <li>○ Parents not to enter the school buildings. If they need to share information they either</li> </ul>	

		<p>phone or email the school.</p> <ul style="list-style-type: none"> <li>○ If a pupil is upset coming into school, parents need to remain with them until calm and happy to come in to school. Staff member can take them by the hand to encourage them in. Staff member and pupil to wash hands immediately.</li> <li>○ All pupils need to come to school in clean school uniform each day. Pupils should change out of their school clothes as soon as they get home and shower/bath immediately.</li> </ul>	
<p><u>Pupils entering the school</u> Ensure that when pupils enter the school they stay safe</p>	All staff	<ul style="list-style-type: none"> <li>○ Pupils can bring: <ul style="list-style-type: none"> <li>○ Lunchbox</li> <li>○ Water bottle (every day)</li> <li>○ Sun hat</li> <li>○ Lightweight coat</li> <li>○ Younger pupils can bring in a small bag with a change of clothing in if needed</li> <li>○ Sun cream, to be named and kept in school</li> <li>○ A small pot of hand cream if they suffer from dry skin on their hands with the increased washing. To be named and kept in school</li> </ul> </li> <li>○ Pupils cannot bring in: <ul style="list-style-type: none"> <li>○ PE bag</li> <li>○ Book bag/rucksack</li> <li>○ Hand sanitiser or masks</li> <li>○ Personal belongings from home</li> </ul> </li> <li>○ Pupils enter through the external door to their classroom (Tigers and Jaguars).</li> <li>○ All pupils to follow the classroom guidelines below.</li> <li>○ All pupils to wash their hands upon arrival at the classroom / shared area sink – or all pupils use hand sanitiser on entry and exit to/from the classroom.</li> </ul>	
<p><u>Classrooms</u> Ensure that</p>	All staff	<ul style="list-style-type: none"> <li>○ Use the outside environment as much as possible rather than the classroom,</li> <li>○ Remove risk of transference through touch points:</li> </ul>	

<p>the classrooms are safe to use.</p>		<ul style="list-style-type: none"> <li>○ Door handles – wedge all internal doors open (if the fire alarm sounds GR will make sure all fire doors are closed properly)</li> <li>○ Windows open to allow a through breeze</li> <li>○ All desks set out as far apart as possible (2m cannot be reached with more than 6-8 children/desks in a class), and used by a single pupil – tables and chairs cleaned daily. Two chairs at each table so that pupils put their belongings on their spare chair.</li> <li>○ Reception classroom set up so that groups can operate in the class to avoid larger numbers of pupils touching the same objects. When doing a teacher led activity pupils will be spaced out at individual desks.</li> <li>○ All pupils to have their own equipment – not to be shared left on desks in their tray. They are responsible for getting their tray out in the morning and putting away in the afternoon. Pupils cannot bring in any stationary etc. from home.</li> <li>○ All pupils must bring their own water bottle, which can be refilled during the day. NO cups of water will be available and the water fountains are not in use.</li> <li>○ No walking around classrooms – resources to be set out or handed out by staff (minimising consequential contact)</li> <li>○ Clear protocols set out and taught for movement around the room to enter/leave.</li> <li>○ Pupils to remain in their classroom or space outside, no pupil access to the group room, library or hall.</li> <li>○ Reduce the need for shared resources to the bare minimum, if used they should be used by a small group of pupils and cleaned in between groups (particularly the case in reception)</li> <li>○ Two members of staff with each group, with movement of staff between groups reduced to a minimum.</li> <li>○ DfE recommended posters regarding hygiene will be places in all classrooms.</li> <li>○ Antibacterial spray and cloths kept in all classrooms (out of children’s reach)</li> <li>○ Lidded bins have been ordered so that these can be used in class.</li> </ul>	
<p><u>Moving</u></p>	<p>GR with all</p>	<ul style="list-style-type: none"> <li>○ Introduce a one way system for everyone.</li> </ul>	

<u>around the school</u>	staff monitoring	<ul style="list-style-type: none"> <li>○ Place markings on the ground to mark 2 metres.</li> <li>○ Moving around the school to be kept to a minimum with the external doors being used as much as possible.</li> <li>○ Avoid contamination throughout use of touch points – wedge doors open at times of high traffic – One staff member to close and wash hands.</li> <li>○ Pupils will be kept in their class group at all times, the only times they could meet is in the toilets.</li> <li>○ Pupils will not be able to use the library, annexe or hall. The group room will only be used by key worker pupils to wash their hands.</li> <li>○ No whole school collective worships</li> </ul>	
<u>School Toilets</u>	GR	<ul style="list-style-type: none"> <li>○ Doors from the corridor into the children’s toilets to be wedged open. Boys’ toilet to have a tiger sign and a lion sign on one cubicle door and a keyworker sign on the other cubicle door, children to use their toilet only. Girls’ toilet to have tiger sign, lion sign and keyworker sign on each cubicle door.</li> <li>○ Year 6 pupils to use the accessible toilet near the staffroom. Staff to use the accessible toilet near the hall. Light to be left on, to eliminate a touch point.</li> </ul>	
<u>Morning play time</u>	All staff	<ul style="list-style-type: none"> <li>○ Timetable staggered play times, only one class out at a time.</li> <li>○ Key worker and Year 1 pupils out at the same time, one on the playground and the other on the field</li> <li>○ Supervising adult to be from the class</li> <li>○ Pupils not allowed to use the wooden equipment. Keep all equipment to a bare minimum and only easy clean.</li> <li>○ There will be no snack or milk provided. Pupils may bring a healthy snack for themselves, this cannot be shared with others.</li> <li>○ The bell will not ring at the end. Pupils will line up on the chalk markings on the ground (two lines as playground isn’t long enough to space the children out at 2m) pupils to then walk in maintaining a gap between them and their peers. Pupils can be assigned a shape, as all the</li> </ul>	

		chalk markings are different.	
<u>Lunchtime</u>	All staff	<ul style="list-style-type: none"> <li>○ Timetable staggered lunchtimes</li> <li>○ 1<sup>st</sup> half an hour pupils to eat their lunch at their desks in their classroom. Reception may need to use the hall dependent on the numbers.</li> <li>○ If pupils have a packed lunch their lunch box must be easy to clean and cleaned inside and outside every day.</li> <li>○ School lunches will be a packed lunch style with either hot or cold food. This will be delivered to the pupils in their classroom. Tables will be cleaned before and after lunch by a member of staff (this adult will then have their hour lunch break)</li> <li>○ 2<sup>nd</sup> half an hour the pupils will spend outside, supervised by KD with an adult from their class ready to help if needed.</li> <li>○ The bell will not ring at the end.</li> <li>○ Pupils will line up on the chalk markings on the ground (two lines as playground isn't long enough to space the children out at 2m) pupils to then walk in maintaining a gap between them and their peers.</li> </ul>	
<u>Staff arriving at school</u> <u>Staffing in the school while open</u>	All staff	<ul style="list-style-type: none"> <li>○ Staff room setup in the hall. Door to be kept open (be aware of confidentiality), except for the first part of the morning.</li> <li>○ Seating – 2m apart, and have the same seat each time.</li> <li>○ Staff to use the staff room during their class' break as far as possible. Remain socially distanced during use.</li> <li>○ Hand sanitiser available</li> <li>○ Consider shared use of kettle (touch point), toaster, coffee pot, cups etc. Staff to ensure they have washed or sanitised their hands before touching any of these. Ensure staff use their own cup and all cups are put through the dishwasher at school (put in themselves) or at home.</li> <li>○ All staffroom equipment cleaned at the end of the day, wipes available to use after each use.</li> </ul>	

		<ul style="list-style-type: none"> <li>○ Handles on staff toilet- touch points – Paper towels to be put by the door and a bin so staff can use a paper towel to open the door then safely dispose of it themselves</li> </ul>	
<u>Pupils falling ill during the school day</u>	All staff	<ul style="list-style-type: none"> <li>○ If a pupil complains of symptoms they are to be isolated in the group room immediately. If they are unable to stay there on their own then an adult (GR or other) is to stay with them and put on PPE, gloves, mask and plastic apron.</li> <li>○ Guidance shared with staff and displayed to show how to safely put on and take off PPE.</li> <li>○ A parent/carer will be contacted immediately and must collect their child as soon as possible.</li> <li>○ A non-contact thermometer can be used to check a pupil, or staff members, temperature if necessary.</li> <li>○ Where possible pupils to administer their own inhalers with guidance from an adult. If they do need assistance staff member to wash their hands immediately after.</li> <li>○ If pupils require other medicine during the day they should not be in school.</li> </ul>	
<u>Pupils injuring themselves during the school day</u>	All staff	<ul style="list-style-type: none"> <li>○ Where possible adults to provide guidance to pupils on cleaning their injury and applying a plaster independently. If this isn't possible, staff member to do this (if comfortable, if not GR or RS for reception)</li> <li>○ Accident form to be completed as normal, in the section for first aider record - 'pupil's name' with guidance from 'staff member's name'. Also ask the office or GR to send a text to parents so they can thoroughly clean this at home</li> <li>○ In that case of a more serious injury, parents will be contacted as normal</li> </ul>	
<u>Pupil wellbeing</u>	All staff	<ul style="list-style-type: none"> <li>○ If pupils are upset an adult may comfort them (if they are comfortable with doing this) but this should be for as short a time and with minimal contact as possible.</li> <li>○ Pupils need to come in with sun cream already applied. This should be all day sun cream, where possible, if they need to top sun cream up in the day they need their own sun cream, labelled with their name and must apply this themselves. This cannot be shared with anyone, including their own sibling. The sun cream is to remain at school and not travel</li> </ul>	

		<p>'back and forth' between school and home.</p> <ul style="list-style-type: none"> <li>○ It is best that pupils and staff communicated side to side rather than face to face. This isn't always practical but should be observed as much as possible</li> <li>○ Focus on their return to school will be hygiene and emotional wellbeing.</li> <li>○ Pictures of the classrooms set up ready for the pupils' return will be shared with parents so that pupils can see what the school looks like, reducing anxiety or upset when they arrive.</li> <li>○ Pupils shouldn't bring in anything in from home except lunchbox (if applicable), sunhat, coat, sun cream and water bottle. If younger pupils do need the reassurance of having a teddy or similar from home they may bring this in. These need to have been cleaned regularly at home and not too large, or too small e.g. Polly Pocket dolls. They can only bring in one toy.</li> <li>○ Pupils will be washing their hands more than usual, if pupils suffer with sore hands, they may bring in some hand cream (small container). This needs to be clearly labelled with their name and will be stored in their tray. It cannot be shared with anyone else.</li> </ul>	
<u>Staff wellbeing</u>	All staff	<ul style="list-style-type: none"> <li>○ Staff to speak to GR regarding any concerns.</li> <li>○ Set up a buddy system for staff to look out for each other</li> <li>○ Pupils at home to be directed to Oaks National Academy, with some further information on foundation subjects. Avoiding doubling of work</li> <li>○ Staff not to update/check Class Dojo as frequently, avoiding doubling of work.</li> <li>○ Kettle and drink facilities in the hall as a new staffroom so that social distancing can be observed, and staff have somewhere to relax. Staff need to have one mug/cup, and put it in the dishwasher themselves or take it home to wash.</li> <li>○ PPE will only need to be used if a child is symptomatic. Staff will have continuous access to alcohol hand gel.</li> <li>○ Staggered start times means some support staff will be starting earlier than normal, but this will lead to an earlier finish time.</li> <li>○ Try to plan work that will not need as much staff marking, to avoid the need to touch lots of</li> </ul>	



		pupils' papers/books and to reduce the time spent in school. Pupils work shouldn't be taken home to mark.	
<u>Office</u>	All staff	<ul style="list-style-type: none"> <li>○ 1 person in the office at a time</li> <li>○ CW to use one computer NB to use the other</li> <li>○ Photocopying/printing to be release by CW or NB. If they aren't there then staff can release but will need to wipe the screen before and after use. Copied papers to be placed in a plastic pouch on the door to be collected.</li> <li>○ GR to complete a paper register and lunch register as pupils come in through the gate. CW/NB to transfer this to the registers and SIMS lunches. GR to complete DfE attendance form.</li> <li>○ No visitors in school</li> <li>○ Glass shutter in the office to remain shut. Though parents should phone or email if they have any queries or questions.</li> <li>○ Year 6 pupils who are having school dinners will need to make payments directly into the MAT bank account. Details will be shared when necessary</li> </ul>	
<u>Staff absence</u> Managing staff absence due to illness, family illness and self-isolating	GR	<ul style="list-style-type: none"> <li>○ If staffing numbers fall below the level needed, contact the MAT to see if additional staff can be borrowed.</li> <li>○ If staffing levels are not able to be maintained follow the DfE guidance and prioritise pupils: <ul style="list-style-type: none"> <li>○ Reception</li> <li>○ Year 1</li> <li>○ Year 6</li> </ul> </li> </ul>	
<u>Safeguarding</u>	GR	<ul style="list-style-type: none"> <li>○ Reminder to all staff the need to highlight any safeguarding concerns and to report using our usual protocol</li> </ul>	
<u>SEND and Vulnerable Pupils</u>	GR & RS	<ul style="list-style-type: none"> <li>○ Ensure good communication between home and school</li> <li>○ Update behaviour support plans and risk assessments as appropriate, ensure parents and pupil are aware of the expectations and changes in school</li> </ul>	

Managing the full range of SEND			
<u>EYFS</u> Managing EY induction for the new 2020 intake	GR & RS	<ul style="list-style-type: none"> <li>○ Packs sent home to parents</li> <li>○ New parents are encouraged to sign up to Tapestry so RS can share photos and story videos</li> <li>○ First two days of the academic term will be used as transition days and then they will start full time from the first full week.</li> </ul>	
<u>Y6 Leavers Events</u>	GR, WC & CW	<ul style="list-style-type: none"> <li>○ Hoodies and bibles from the Church to be given as usual</li> <li>○ Some kind of leavers' service, this could be outside observing social distancing. TBC</li> </ul>	
<u>Year 6 Transition</u>	WC & CW	<ul style="list-style-type: none"> <li>○ WC to work with pupils to prepare for their transition to high school</li> <li>○ Share transition information we receive with parents</li> </ul>	
<u>Cleaning</u>	All staff & Premargon	<ul style="list-style-type: none"> <li>○ Touch points reduced e.g. doors kept open so handles aren't touched.</li> <li>○ Staff to clean tables before pupils eat</li> <li>○ Classrooms tidied and cleared before pupils' return, to make cleaning easier and also reduce items pupils may touch.</li> <li>○ Classrooms kept tidy and clear of clutter.</li> <li>○ Classrooms fully cleaned at the end of the day including <ul style="list-style-type: none"> <li>○ Door handles/panels</li> <li>○ Chairs</li> <li>○ Tables</li> <li>○ Light switches</li> </ul> </li> </ul>	

### Timetable for the day

	<b>Start time</b>	<b>Playtime</b>	<b>Lunch time</b>	<b>Finish time</b>
<b>Year 6</b>	<b>8.30-8.40</b>	<b>10-10.15</b>	<b>12.30 eating</b> <b>1.00 outside</b>	<b>2.45-2.55</b>
<b>Year 1 and Key worker</b> <b>(low numbers of both)</b>	<b>8.45-8.55</b>	<b>10.15-10.30</b> one group on the field one on the playground	<b>12.00 eating</b> <b>12.30 outside</b> Separated as at playtime	<b>3.00-3.10</b> One line up by Lions/Tigers ramp and one by Jaguars ramp
<b>Reception</b>	<b>9.00-9.10</b>	<b>10.30-10.45</b>	<b>11.30 eating</b> <b>12.00 outside</b>	<b>3.15-3.25</b>