



## Sytchampton Endowed Primary School

### School Re-opening Plan for September 2021 Onwards\*

*\*To be used alongside the latest government COVID guidance and school's risk assessment. Any plans in this document are subject to change based on reviews of each phase, and any changes to COVID/H&S guidance or risk assessments. This largely covers the practical changes taking place due to changes in national guidance, rather than curriculum recovery.*

	<b>Phase 1: September to October HT</b>	<b>Phase 2: October HT to Christmas</b> <i>(Planned but may be revised based on data available nearer the time.)</i>	<b>Phase 3: January onwards</b> <i>(Planned but may be revised based on data available nearer the time.)</i>
<b>Drop-off and collection</b>	<ul style="list-style-type: none"> <li>10-minute window for drop-off and collection of all children (no longer organised by bubbles).</li> <li>Parents and carers are no longer required to wear face masks, however, we would ask that if they need to speak to a member of staff they must maintain a distance of at least 1 metre.</li> <li><b>AM:</b> Doors open from 8.40 am, drop-off at classroom door 8.40am – 8.50am.</li> <li><b>PM:</b> Gates open from 2.50pm, collection from classroom door 3.00 pm – 3.10pm.</li> <li><b>Drop off and Collection Points:</b> Brambles – Outdoor Classroom Gate Oak – Red Side Door Willow – Fire Door of Portacabin Elm – Main Portacabin entrance</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> <li>29.11.2021 – All parents/carers to wear masks at drop off and pick up</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1 with the exception that all KS2 children to be dropped off and collected from the main portacabin door.</li> </ul>
<b>One-way system</b>	<ul style="list-style-type: none"> <li>The one-way system will be removed and parents/carers will be able to enter and leave via the main gate to the car park.</li> <li>Those leaving the school site, please give way to those leaving the playground.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>As Phase 1, however social distancing no longer required.</li> </ul>



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	<ul style="list-style-type: none"> <li>Parents and carers to maintain social distancing wherever possible and avoid congregating/lingering on the playground or in the car park</li> </ul>		
<b>Break times</b>	<ul style="list-style-type: none"> <li>Break times for all classes will return to 10.30 – 10.45am</li> <li>EYFS and KS1 to continue to use the field by the play equipment and KS2 the field by the portacabin during fine weather</li> <li>If the fields are too wet, KS1 and KS2 pupils to use the playground and EYFS pupils to use the outdoor classroom area</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1</li> <li>29.11.2021 – Pupils will be given coned off sections on the playground at playtimes to keep some distance between bubbles</li> </ul>	<ul style="list-style-type: none"> <li>Keep under review with a view to pupils all having access to the same areas.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>Hot dinners will be available every day.</li> <li>Lunches will remain staggered across the school to reduce the number of children using both the hall and playgrounds at any one time.</li> <li>EYFS and KS1 11.45– 12.15 Lunch Hall, 12.30 – 13.00 Playground</li> <li>KS2 12.15 – 12.45 Lunch Hall, 12.45 – 13.15 Playground</li> <li>Some lunchtime clubs e.g. choir (Thurs) will be reintroduced but pupils will be kept in separate hubs (EYFS and KS1 and KS2)</li> </ul>	<ul style="list-style-type: none"> <li><del>Further lunchtime clubs introduced, with potentially further mixing allowed within clubs.</del></li> </ul>	<ul style="list-style-type: none"> <li>Review lunch hall arrangements and staffing</li> <li>Potentially further mixing allowed within clubs.</li> </ul>
<b>Bubbles/mixing classes</b>	<ul style="list-style-type: none"> <li>Pupils are no longer required to remain in separate bubbles</li> </ul>	<ul style="list-style-type: none"> <li><del>Review Phase 1 and adjust as necessary.</del></li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 2.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Pupils and staff will be permitted to mix across different bubbles, but only where it is really necessary to do so (e.g. interventions).</li> <li>• Pupils in KS2 will be able to use the cloakroom areas.</li> <li>• Toilet facilities will return to normal arrangements.</li> <li>• Ad-hoc and informal mixing should not take place.</li> <li>• Bubble systems may need to return as part of contingency plan (in discussion with public health).</li> </ul>	<ul style="list-style-type: none"> <li>• Wherever possible, bubbles will be kept separate</li> </ul>	
<b>Good hygiene</b>	<ul style="list-style-type: none"> <li>• Good hygiene, including hand washing, “catch it, bin it, kill it”, coughing into an elbow, will continue to be encouraged.</li> <li>• Sanitisers outside classrooms to be maintained and refilled by site manager (CP).</li> <li>• Classroom staff responsible for ensuring other hygiene materials are available in classrooms e.g. tissues, soap. These can be requested from the site manager or business manager.</li> <li>• Children should wash/sanitise their hands:             <ul style="list-style-type: none"> <li>○ Coming into school</li> <li>○ Before eating at break</li> <li>○ Returning to the classroom after break</li> <li>○ Before eating at lunch</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Keep under review based on latest guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Keep under review based on latest guidance.</li> </ul>



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	<ul style="list-style-type: none"> <li>○ Returning to the classroom after lunch</li> <li>○ At any other time when hands are unclean e.g. after sneezing.</li> </ul>		
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>● As before, ventilation is key to preventing infection, therefore classrooms should be well ventilated at all times (bearing in mind weather and temperatures).</li> <li>● Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li> <li>● Balance the need for increased ventilation while maintaining a comfortable temperature.</li> <li>● In colder weather, pupils will be permitted to wear additional clothing (in addition to school uniform) if necessary.</li> <li>● When pupils and staff are not in the classroom, use this opportunity to open all doors and windows to give the room an airing.</li> </ul>	<ul style="list-style-type: none"> <li>● As Phase 1 but review latest guidance</li> <li>● 29.11.2021 – CO2 monitors in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>● As Phase 1 but review latest guidance</li> </ul>
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>● Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>● <del>As Phase 1</del></li> <li>● 29.11.2021 – All staff to wear masks in communal areas</li> </ul>	<ul style="list-style-type: none"> <li>● As Phase 1.</li> </ul>



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	<ul style="list-style-type: none"> <li>This may, however, change in light of an outbreak locally or within the school (see Contingency Plan).</li> <li>Parents and carers are no longer required to wear face masks when dropping off and collecting their children.</li> </ul>		
<b>Regular LFD testing</b>	<ul style="list-style-type: none"> <li>Staff and parents/carers at home will continue to be encouraged to take part in twice-weekly LFD testing using home testing kits.</li> <li>This is to pick up any asymptomatic cases and shouldn't be used where people are symptomatic (PCR tests should still be used).</li> <li>LFD testing remains voluntary.</li> </ul>	<ul style="list-style-type: none"> <li>The government is due to review this requirement for staff at the end of September.</li> <li>Follow latest government guidance on home testing.</li> <li>29.11.2021 – All staff to continue testing twice a week (Monday and Thursday) and report results to SBM</li> </ul>	<ul style="list-style-type: none"> <li>Follow latest government guidance on home testing.</li> </ul>
<b>PE Kits</b>	<ul style="list-style-type: none"> <li>Pupils in Years 1 to 6 will continue to attend school in their PE kit on their PE day.</li> <li>Pupils in Reception should attend school in uniform as usual and should have PE kits in school at all times. These will be sent home at the end of each half term for washing.</li> <li>Years 1 – 6 will have two PE sessions a week and parents/carers will be notified on Seesaw which days these are.</li> <li>Staff will share weekly timetables on Seesaw each half term.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>
<b>Interventions</b>	<ul style="list-style-type: none"> <li>Mixed-class interventions can resume, as long as a register is kept of children</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>



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	<p>taking part (for contact tracing as well as intervention record keeping).</p> <ul style="list-style-type: none"> <li>TAs can work across several year groups and will be deployed by senior leaders to meet the needs of the children across the key stage / school.</li> </ul>		
<b>School trips</b>	<ul style="list-style-type: none"> <li>School trips, including residential will return.</li> <li>Each trip should be risk assessed and should additional COVID risks be identified, e.g. cases within group on trip, high risk at trip location, these risks should be mitigated if possible, or the trip should be postponed.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>
<b>Parent visits</b>	<ul style="list-style-type: none"> <li>Volunteering to resume in full, with registers of contact.</li> <li>Further parent visits where distancing between parents/carers and children can be maintained will resume e.g. music performances. Ventilation will be paramount for these situations.</li> <li>Possibility of further parent visits with larger groups of parents/carers (where distancing between adults/children can't necessarily be maintained) to be explored for Autumn 2 if possible e.g. Christmas Fair.</li> </ul>	<ul style="list-style-type: none"> <li><del>Explore possibility of further parents visits where mixing will take place should COVID rates/local restrictions allow.</del></li> <li>29.11.2021 – Schools to restrict the number of visitors into school</li> <li>29.11.2021 – Await further guidance before confirming that parents can attend nativity production and carol service</li> <li>29.11.2021 – If parents can attend, then to wear masks, only 2 members per family, Lateral Flow Test before attending and ventilate the space</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 2.</li> </ul>
<b>Parent meetings</b>	<ul style="list-style-type: none"> <li>A hybrid approach to parent meetings will be taken with an offer of virtual and face to face meetings provided.</li> <li>Some information meetings/workshops will be offered in</li> </ul>	<ul style="list-style-type: none"> <li>Gather feedback on hybrid approach and continue if positive/adapt as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 2.</li> </ul>



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	<p>person and some will take place over Zoom.</p> <ul style="list-style-type: none"> <li>In the same way, if parents request an individual meeting with a teacher, this may take place over the phone or in-person.</li> </ul>	<ul style="list-style-type: none"> <li>Hybrid approach to Parents' Evening, with some appointments in-person, and some via the TEAMS.</li> </ul>	
<b>Homework</b>	<ul style="list-style-type: none"> <li>Full guidance on weekly homework expectations will be shared with parents and carers near the start of term by class teachers (Seesaw).</li> <li>Full expectations of homework will resume so we ask for support and encouragement with this to ensure learning taking place in school is consolidated at home.</li> <li>Reading books will be sent home.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Phase 1.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>Assemblies for pupils will take place in the school hall.</li> <li>All bubbles to maintain a metre distance from each other.</li> <li>Parents and carers will not be invited to attend celebration assemblies during this phase (due to space limitations and distancing bubbles).</li> <li>Monday – Headteacher Assembly</li> <li>Tuesday – Staff Assembly (Rota)</li> <li>Wednesday – In Class Assembly – Wellbeing Theme</li> <li>Thursday – Singing Assembly</li> <li>Friday – Fortnightly alternating – Celebration Assembly, Assembly led by LL</li> </ul>	<ul style="list-style-type: none"> <li><del>As Phase 1 but review whether parents/carers can now attend Celebration Assemblies.</del></li> <li>29.11.2021 – Parents are not invited to Celebration Assemblies for the foreseeable future</li> <li>29.11.2021 – Assemblies to take place on TEAMS until further notice</li> </ul>	<ul style="list-style-type: none"> <li>As Phase 2</li> </ul>



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<b>Remote learning</b>	<ul style="list-style-type: none"><li>• Remote learning will be available for children who are not able to attend due to coronavirus positive case or isolation instructed by Track and Trace only.</li><li>• Further information available in the Remote Learning Policy.</li></ul>	<ul style="list-style-type: none"><li>• Same as Phase 1 unless a change to guidance.</li></ul>	<ul style="list-style-type: none"><li>• Same as Phase 1 unless a change to guidance.</li></ul>
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<b>Face coverings</b>	<ul style="list-style-type: none"> <li>• Face coverings no longer required at drop-off/collection.</li> <li>• Contractors will require face coverings when working alongside others, or if working in communal areas.</li> <li>• Where visitors are working with a smaller, consistent group of children or individuals (e.g. supply teachers, workshop providers, reading volunteers), face coverings will not be required but will be a personal choice.</li> <li>• For staff, face coverings around school will be a personal choice, but are no longer required in communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Review guidance on face coverings and amend approach as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Review guidance on face coverings and amend approach as necessary.</li> </ul>
<b>Staffroom</b>	<ul style="list-style-type: none"> <li>• Child lunches will continue to be staggered which will in turn reduce number of staff in the staffroom at any one time.</li> <li>• Distancing no longer required therefore timetable no longer required.</li> <li>• Used dishes and cutlery should be cleaned in the dishwasher.</li> <li>• Microwaves should be cleaned between use.</li> <li>• Continue to maintain the two person rule in the staff kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>• Review whether any mitigations are now needed in line with government guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Phase 2.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Additional cleaning of touch points around communal areas of school, including toilets, by cleaning staff and teaching staff, ensuring these areas are cleaned at least twice a day.</li> <li>• Teaching staff in classrooms have access to cleaning materials to clean further if necessary (e.g. if someone sneezes over a surface).</li> </ul>	<ul style="list-style-type: none"> <li>• Review cleaning guidance and amend as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Phase 2.</li> </ul>
<b>Symptoms/ Isolation</b>	<ul style="list-style-type: none"> <li>• There has been a change to the rules on self-isolation.</li> <li>• It is a legal requirement to self-isolate if you are told to do so by NHS Test and Trace. You could be fined if you do not self-isolate.</li> <li>• Staff, children and parents/carers should self-isolate straight away and get a PCR test (a test that is sent to the lab NOT a lateral flow test) as soon as possible if they</li> </ul>	<ul style="list-style-type: none"> <li>• Follow latest government guidance on isolation.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow latest government guidance on isolation.</li> </ul>



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	<p>have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"><li>○ a high temperature</li><li>○ a new, continuous cough</li><li>○ a loss or change to your sense of smell or taste</li></ul> <ul style="list-style-type: none"><li>● They should also self-isolate straight away if:<ul style="list-style-type: none"><li>○ they've tested positive for COVID-19 – this means they have the virus</li><li>○ they've been told to self-isolate by Test and Trace following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</li></ul></li><li>● If someone they live with has symptoms of COVID-19, or has tested positive for COVID-19, they will <b>not need</b> to self-isolate if any of the following apply:<ul style="list-style-type: none"><li>○ they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS</li><li>○ they're under 18 years, 6 months old (pupils should still attend school)</li><li>○ they're taking part or have taken part in a COVID-19 vaccine trial</li><li>○ they're not able to get vaccinated for medical reasons.</li></ul></li><li>● Even if they do not have symptoms, if you live with someone who has symptoms of COVID-19 or has tested positive for COVID 19 they should still:<ul style="list-style-type: none"><li>○ Get a PCR test on GOV.UK to check if they have COVID 19</li></ul></li></ul>		
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<p><b>Pupils/Staff Developing Symptoms in School</b></p>	<ul style="list-style-type: none"> <li>● If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice including obtaining a PCR test (not a lateral flow test).</li> <li>● For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> </ul>	<ul style="list-style-type: none"> <li>● Review as per any change in Guidance.</li> </ul>	<ul style="list-style-type: none"> <li>● Review as per any change in Guidance.</li> </ul>



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	<ul style="list-style-type: none"><li>• If a pupil is awaiting collection, they will be taken directly to the staff room on their own if possible and safe to do so.</li><li>• Parents and carers will be informed immediately and asked to collect their child.</li><li>• A window will be opened for fresh air ventilation.</li><li>• Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance.</li><li>• Any rooms they use will be cleaned after they have left.</li><li>• The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li></ul>		
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