



**September Re-opening 2020**

## **September Return to School**

These are draft plans based on what we believe will work for our school, whilst protecting staff, pupils and parents as best we can.

This document has been produced using guidance, including, but not limited to, the following:

- **DfE (2020) Guidance for full opening: special schools and other specialist settings**
- **DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'**
- **DfE (2020) 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**
- **Coronavirus Act 2020**

Before reopening the school full in September, the risk assessment is being updated to ensure sensible measures are put in place to protect staff members and pupils.

### **Main Considerations:**

- The safety of staff, pupils, parents
- Building and Facilities
- Class sizes and Groups
- Staff
- Communication
- Curriculum and learning
- Safeguarding
- Travel to school
- Break time and Lunch times
- External Visitors
- Cleaning and Waste disposal
- Hygiene and Handwashing
- PPE
- Testing and Managing symptoms
- Governance

### **Document to be read in conjunction with:**

- Re opening Risk Assessment
- PPE Policy
- Fire Policy
- Pupil / Staff Illness procedures
- Cleaning Program
- Transport Policy from TSS

# **1. Minimise the risk of coronavirus transmission**

## **Schools must:**

- Minimise contact with individuals who are unwell by ensuring those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Ensure that pupils clean their hands regularly, including when they arrive at school and when they return from breaks. Supervise hand sanitiser use, given the risks around ingestion.
- Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach. Face coverings are not required in schools where pupils and staff are mixing in consistent groups. However, face coverings are required at all times on public transport (for children, over the age of 11).
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.
- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where the coronavirus (Covid-19) is suspected, they may have an [outbreak](#), and must continue to work with their local health protection team, who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.
- It is a legal requirement that schools should revisit and update their risk assessments

## **Springfield will:**

### **Testing and Managing symptoms**

- Staff or children should not come into school with symptoms and must get tested please **see separate policy for staff and pupils**
- Staff and children will be sent home immediately if they are showing symptoms
- Pupils will wait in the library if they show symptoms if they need assistance staff should wear full PPE
- If someone tests positive within a bubble the whole bubble will be sent home for 14 days after receiving the test results.
- School will ensure cases are reported on Track and Trace and the Public Health where necessary.

## Cleaning and Waste disposal

- Staff to remain vigilant with all hand washing procedures
- Ensure pupils are washing their hands regularly
- Staff to read the cleaning policy
- A cleaner will be on site between 10am and 2pm each day

## PPE

- All staff to read the PPE policy and sign to say they have read and understood

## Bubbles and social distancing 'will help'

The guidance says having pupils in bubble groups and social distancing are “not alternative options and both measures will help”, but the balance between them will change depending on: children’s ability to distance, the layout of the school, and the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary).

The guidance states:

- Teachers should where possible maintain a distance with pupils where this isn’t possible teaching groups in bubbles will minimise further contact.
- Schools should make small adaptations to the classroom to support distancing where possible.
- Schools should [avoid large gatherings](#), such as assemblies or collective worship, with more than one group.
- Movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.
- Schools should also consider staggered break times and lunchtimes
- Use of staffrooms should be minimised, although staff must still have a break of a reasonable length during the day.
- Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school, and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.
- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
- Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
- It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phone

## Springfield will:

### Classrooms / Bubbles

- Teach pupils in class bubbles – these bubbles are class groups for the year 2020/2021
- Where needed furniture should be re arranged to maximise space
- There will be no school assemblies done in their usual format although these could be arranged virtually on Zoom between classes.
- All pupils will have lunch in their classrooms – lunches will be delivered to classrooms or collected by 1 member of staff.
- Where pupils are using stationary, they will have their own trays
- Classes can use shared resources as long as these are cleaned on a regular basis and kept within the bubble.
- Each bubble will have it's own outdoor play area:
- Staff can move between bubbles to cover PPA or deliver specialists lessons but pupils should remain within their bubbles.

### September 2020 – Playground Use

<u>Class</u>	<u>Playground</u>
1CW	Reception Outdoor Area
1CS	Class Playground
1AJ	Sensory Playground
2SR	KS2 Playground
2MD	Sensory from 1pm
2NPKA	Class Outdoor Area
2LB	Main Playground
2JK	MUGA
2NJ	KS1 Playground
2HRLW	Class Outdoor Area Swings from 1pm
6PF	Chat N Chill Outdoor Area
3AP	Main Playground - Swings
3NH	Trampoline / Sports Hall
Spring High	Spring High Area Running Track

## 2: School operations

### Transport

The guidance says it may be necessary for schools to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services. Pupils on dedicated school services should be grouped together on transport, and, where possible, this should reflect the "bubble groups" that are adopted within school.

There should be use of hand sanitiser upon boarding and/or disembarking from buses, as well as additional cleaning of vehicles and organised queuing and boarding where possible. There should be distancing within vehicles wherever possible.

Other points include:

- Use of public transport by pupils, particularly in peak times, should be kept to an absolute minimum.
- Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.
- Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.
- Schools may want to consider using "walking buses" (a supervised group of children being walked to, or from, school) or working with their local authority to promote safe cycling routes.
- Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.

### Springfield will:

- Where parents drop off and collect pupils there will be staggered times for primary and secondary.
- Work with TSS to best assess transport arrangements for September

### Attendance and fines

The guidance states: "In March, when the coronavirus (Covid-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

"Now the circumstances have changed" and parents may be issued sanctions from September, including fines.

The guidance adds: "Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding."

However, it states: "**A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus.**"

The guidance also states that schools should identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This

should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.

### **Springfield will:**

- Have an expectation that all pupils will return to school unless there is medical advice for them not to.
- Continue to work with parents of pupils not in school to ascertain why.

### **School workforce**

The guidance allows for "extremely clinically vulnerable" teachers and other staff to return to school.

It states that, following the reduction in the prevalence of the coronavirus and relaxation of shielding measures from 1 August, most staff will attend school.

"It remains the case that wider government policy advises those who can work from home to do so. We [the DfE] recognise this will not be applicable to most school staff, but where a role may be conducive to home working – for example, some administrative roles – school leaders should consider what is feasible and appropriate"

People who live with those who are clinically extremely vulnerable or clinically vulnerable can also attend the workplace, says the guidance.

It states: "As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

"People who live with those who have comparatively increased risk from coronavirus (Covid-19) can attend the workplace.

"Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process."

Other points include:

- Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals.
- It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit.
- Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.
- Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). Any redeployments should not be at the expense of supporting pupils with SEND.
- Recruitment should continue as usual. It is recommended that schools continue to recruit remotely over the summer period. Interviewing remotely may be a new experience for many schools.

- Schools can continue to engage supply teachers and other supply staff during this period.
- Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible.
- To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers.
- Schools are “strongly encouraged” to consider hosting ITT trainees because “demand for teacher training is high this year and, while it is understandable that schools will have prioritised other activity, there is a risk that insufficient training places will be available.

### **Springfield will:**

- Continue to work with staff and complete risk assessments for a September return.

### **Catering**

The guidance states: “We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.”

School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus.

Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term.

### **Springfield will:**

- Have kitchens fully re open to accommodate all diets from September
- Lunches will be delivered / collected from the kitchen to classrooms

### **Buildings**

The guidance states: “We also do not think schools will need to deliver any of their education on other sites (such as community centres/village halls) because class sizes can return to normal and spaces used by more than one class or group can be cleaned between use.

“If buildings have been closed or had reduced occupancy during the coronavirus (Covid-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of legionnaires’ disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.

“Once the school is in operation, it is important to ensure good ventilation. In classrooms, it will be important that schools improve ventilation, (for example, by opening windows).”

## Springfield will:

### Building and Facilities

- All building checks have remained in place due to the school remaining open
- Fire procedures remain the same meeting on the large playground

### **School trips**

“We continue to advise against domestic (UK) overnight and overseas educational visits at this stage. See 'Coronavirus: Travel guidance for educational settings'.

“In the autumn term, schools can resume non-overnight domestic educational visits...Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum..

## Springfield will:

- There will be no trips outside of school for the first half term, this will be reviewed again before the October half term break.

### **School uniform**

The guidance states that some schools may have relaxed their uniform policy while only certain categories of pupils were attending.

But it states: “We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

**“Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.**

“Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.”

## Springfield will:

- Have an expectation that all pupils will return in full school uniform from September.

### **3: Curriculum, behaviour and pastoral support**

Guidance on curriculum includes that schools teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but "make use of existing flexibilities to create time to cover the most important missed content".

It states that schools should plan on the basis of the educational needs of pupils, stating that: "Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems."

Other points include:

- Relationships and health education (RHE) for primary-aged pupils and and relationships, sex and health education (RSHE) for secondary-aged students, which become compulsory from September 2020, are taught by at least the start of the summer term 2021.
- In exceptional circumstances, it may be in the best interests of a Year 11 pupil to discontinue an examined subject because the school judges that, for example, they would achieve significantly better in their remaining subjects as a result, especially in GCSE English and mathematics.
- Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.

#### **Physical activity in schools**

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports should be prioritised where possible

#### **Pupil wellbeing and support**

The guidance states that pupils may be experiencing a variety of emotions in response to the coronavirus outbreak, such as anxiety, stress or low mood. Therefore, schools need to consider the provision of pastoral and extracurricular activities to all pupils designed to:

- Support the rebuilding of friendships and social engagement.
- Address and equip pupils to respond to issues linked to the coronavirus.
- Support pupils with approaches to improving their physical and mental wellbeing.
- Support resilience, mental health and wellbeing, including over anxiety, bereavement and sleep issues

#### **Behaviour expectations**

Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents,

setting clear, reasonable and proportionate expectations of pupil behaviour. This is particularly the case when considering restrictions on movement within school and new hygiene rules. It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.

### **Springfield will:**

- Continue to follow the school behaviour policy updating pupils LRT plans
- For PE to continue with an emphasis put on outdoor activities
- Build into the curriculum 'wellbeing' for pupils
- Spaces used by more than one class or group will need to be cleaned between use by class teams - sports hall / sensory rooms
- All sports equipment used has to be cleaned between each use

## **4. Assessment and accountability**

### **Inspection**

For state-funded schools, routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into account the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit.

### **Primary assessment**

The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020-2021 in accordance with their usual timetables. This includes:

- The phonics screening check.
- Key stage 1 tests and teacher assessment.
- The Year 4 multiplication tables check.
- KS2 tests and teacher assessment.
- Statutory trialling.

## **5: Contingency planning for outbreaks**

The guidance states: "In the event of a local outbreak, the Public Health England health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission."

In such cases:

- For individuals or groups of self-isolating pupils, remote education plans should be in place.

- Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the DfE expects schools to have the capacity to offer immediate remote education.
- Schools should “teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject”.
- Schools should provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources and/or videos.
- Schools should gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work

The guidance states that the government will also explore making a temporary continuity direction in the autumn term, to give additional clarity to schools, pupils and parents as to what remote education should be provided.

Curriculum maps for key subjects for year groups from Reception to year 9 will be published in July. They aim to provide support to schools in developing the ability to switch from classroom teaching to remote provision immediately in case of local lockdowns or self-isolation.

\*This guidance does not cover early years, FE colleges or special schools (for which separate guidance is available).

### **Springfield will:**

- Have a contingency plan including remote learning if a bubble needs to self-isolate
- Have a contingency plan including remote learning if the schools needs to close

## Key Points and Summary

### Class sizes and Groups

- Classes will resume to their class sizes as set out for September 2020
- No communication should take place at handover this will be done via eschools
- All bubbles will remain in their classrooms and use their own toilets and outside space
- Cleaning of tables, chairs and equipment will be done by staff at the end of the day and repeated by cleaning staff after school (Please see the cleaning programme)
- Pupils should wash their hand on arrival
- Pupils should maintain hand hygiene throughout the day with soap and water being the preferred options
- Pupil lunches will be eaten in classroom following the DfE guidance of reducing large gatherings
- Teachers can move between bubbles as stated in the DfE guidance although pupils should remain in their bubbles / classrooms

### Staff

- Staff meetings will take place over zoom and information will be sent through eschools messaging.
- Any concerns should be raised immediately with a member of the LT team or Lisa Hodgkison outside of school hours on [head@springfield.cheshire.sch.uk](mailto:head@springfield.cheshire.sch.uk)
- School nursing team will be on site everyday
- Teachers will resume their full-time teaching commitment and receive their 10% PPA entitlement.
- Staff absence – this will return to the absence line
- If you have symptoms of COVID 19 you must get tested immediately
- Staff dress code reminder:
  - No denim
  - No open toe shoes
  - Avoid strappy tops
  - No jewellery
- Wellbeing channels remain the same if required, these are a member of the LT team, wellbeing coordinators and OHU.

### Communication

- All parents will receive a school expectation letter prior to the summer.

### **Curriculum and learning**

- Pupils who are returning to school will follow their curriculum timetables with some additional time on emotional wellbeing.
- In the event of a bubble self-isolating please see teacher expectation document with regards to the requirements for staff.

### **Safeguarding**

- Safeguarding arrangements remain the same
- All staff will read the safeguarding refresher and sign to say they have read and understood
- Pupils in school will be monitored by the team and escalated to a DSL if required
- Pupils at home will be monitored by teachers followed up by HOD and escalated to DSL if required if a bubble is self isolating
- Any incidents will still be logged on CPOMs

### **Travel to school**

- Travel will be in line with TSS

### **Break time and Lunch times**

- Breaks and lunches will be taken in the bubble rooms
- Food will be delivered
- Staff will need to provide their own lunches from September
- Staff rooms will be in – staff room – chat and chill – outside areas

### **External Visitors**

- External visitors will be kept to an absolute minimum and will use the halfway house

### **Cleaning and Waste disposal**

- Hygiene and Handwashing
- Staff to read the cleaning policy
- Staff to remain vigilant with all hand washing procedures
- Ensure pupils are washing their hands regularly

### **PPE**

- All staff to read the PPE policy and sign to say they have read and understood

### **Testing and Managing symptoms**

- Staff or children should not come into school with symptoms and must get tested
- Staff and children will be sent immediately if they are showing symptoms

- Pupils will wait in the library if they show symptoms if they need assistance staff should wear full PPE
- If someone tests positive within a bubble the whole bubble will be sent home for 14 days.

### **Governance**

- The Governors have been consulted with regards to plans and have signed off the risk assessment

**Lisa Hodgkison**

**Headteacher**

**01/09/20**