

Operational Plan - Moat

Year Group	classroom	Staff	Drop off /collection time Friday	Entry and exit point Parent collection	Toilets – one in one out.	Play	Outdoor learning
Pre school	Pre school	R Rose Sandy Northover	9.00/12.00 12.00	Matson Lane	Own in room		
YR	Reception	G Wallace V Greig	9.15/3.00 12.15	Matson Lane	Own opposite room	12.00	Mon pm
YR/Y1	Year 1	C James S McKeraghan R Hunt	9.30/3.15 12.30	Matson Lane	Own opposite room (and staff toilet)	12.00	Tues pm
V & KW year 2	Year 2	C Tyers C Ainsbury	8.45/3.00 12.15	Matson Lane	Own down the corridor	10.50 1.00	Weds pm
V & KW 3/4	Year 3/4	G Nash H Popoolah	9.00/3.00 12.30	Matson Lane or Juniper Av	Next to Mr O'Connell	10.50 1.00	Thursday pm (alternate)
V & KW 4/5	Year 4/5	J O'Connell J Crompton	9.00/3.10 12.30	Matson Lane or Juniper Av	Next to Mr O'Connell	10.30 12.30	Thursday pm (alternate)
Y6	Year 6	K Spendlove R Millward	8.45/3.20 12.15	Juniper Av	Own next to classroom	10.30 12.30	Friday am

Pre	YR	Y1	Y2	Y3/4	Y4/5	Y6
Lacey	Daniel	Charlie	Stanley	Emily G	Shiannah	Eseoluwa
Henley	George	Taiva	Edward	Jon-J	Connor	Kieron A
Reggie	Minnie	Jake	Ryan C	Georgia-Mae	McKenzie	Tyler
Frankie	Tommy B	Emily J	Jamelia	Marcus	Lacey S	Denisa
Lexi	Charles	Rayleigh	Isaiah	Riley G	Addison	Leanna
Freddie?	James	Lucas (M&Tu)	Porcha		Braydon	Amelia
	Muner	Alfie	Izabella		Ryley (M&Tu)	Lily-May
	Leon	Diego				Keiran
	Harry-Lee	Roseleigh				Casey
	Mamadou	Tommy S				Kiera
	Jenson	Freya				Jay
	Lorenzo	Oliwia				Lukas
	Rosie-Mae	Mia				
5	13	13	7	5	7	12

This is the list so far. Obviously this could change. Registers will be taken as normal and Claire A will advise you on the correct codes to use

Isolation room if a child becomes unwell and needs to wait to be collected: The Den opposite preschool.

Playtimes to be discussed

## Dear Parents and Carers

Thank you for all your support you have given the school during this difficult time. We are looking forward to seeing more of you as the school begins the process of reopening to more pupils.

As you are aware from a previous communications, we will start to welcome back children to school on 8th June.

I understand that many parents and carers may feel anxious about their child returning to school. Following the recent guidance from the Department for Education, we have been working hard to prepare for the safety and welfare of our pupils and staff.

The information below endeavours to pre-empt the questions which may spring to mind when making the decision on whether or not to return your child to school. It also contains information about how we intend to re-open Moat from 8<sup>th</sup> June for those children in Reception, Year 1 and Year 6, as well as maintaining the provision for vulnerable children and children of key workers.

As parents, you ultimately have a choice as to whether you want to send your child back to school. For some, continuing with home-schooling for the next six weeks may be an option or choice for you. For others, you may have decided to send your children back to school. In this case, please thoroughly read the details of the plan below which I hope offers reassurances of the lengths we are going to keep school as safe as we possibly can. We will follow the government guidelines in all of our schools and will do all we can to minimise risk but cannot guarantee that we can eliminate risk completely. Copies of our risk assessments are available on the school website.

### Timetable and collection/drop off:

Children in Reception, Year 1 and Year 6 will be split into 'bubbles'. Each bubble will host a maximum of 15 children and two adults. These children within each bubble and the adults working with them will not change. There will be different start and finish times for each bubble and school will be closed completely except for KEY WORKER children on Friday afternoons.

Year Group	classroom	Drop off	Collection time	Friday collection	Drop off/collection point.
Pre school	Pre school	9.00	12.00	12.00	Matson Lane only
YR	Reception	9.15	3.00	12.15	Matson Lane only
YR/Y1	Year 1	9.30	3.15	12.30	Matson Lane only
V & KW year 2	Year 2	8.45	3.00	12.15	Matson Lane or Juniper Av
V & KW 3/4	Year 3/4	9.00	3.00	12.30	Matson Lane or Juniper Av
V & KW 4/5	Year 4/5	9.00	3.10	12.30	Matson Lane or Juniper Av
Y6	Year 6	8.45	3.20	12.15	Juniper Av

Where entry is via Matson Lane. Wait at the top gate. Line up along the fence 2m apart where markings indicate. Drop children with staff who will accompany them/guide them into school, leave via car park gate using a one way system. Siblings will be allowed through the blue gate and down the ramp into the main playground to go straight into classrooms.

Where entry is via Juniper Avenue. Enter via pedestrian path. Line up along the fence 2m apart where markings indicate. Follow the one way system to the crossing in the front of school. Drop children with staff to show them through onto playground and straight into classrooms. Parents must leave via the main gates. The class doors will be open so children will go straight in.

Where possible Y6 should come to school by themselves.

This system will work in reverse at the end of the day, where children will be brought to the gate by class teachers and directed home when safely handed to a parent.

Parents will not be allowed on school site at drop off and collection times. Where siblings need to be dropped or collected children will be allowed to cross the main playground to use a different exit under direction from staff after discussion with parents.

We kindly request that parents/carers using the site maintain 2m social distancing from anyone not in their household at all times. Please remember that only one adult from each household is permitted to bring their children to school each day. Where possible, parents should walk their children to school and only use public transport if absolutely necessary.

#### Staffing:

Each bubble will have two members of staff assigned to deliver the face-to-face work with the children. This allows capacity in case of an emergency, and also allows staff to give one another a short break as necessary. It is possible over the period post re-opening that staff will become unwell and need to self-isolate. Any model of reopening is dependent on staff to run the provision and so, at any point, this model could be subject to change either in terms of the adults working within the bubble or our ability to have certain bubbles back in school at all.

#### The Curriculum:

We recognise that the events of the last few months will have had a varying impact on the mental health and well being of your children. Some children may have developed anxieties around coronavirus; some may even have suffered bereavement due to it. Our curriculum will endeavour to recognise this and provide time and resources to support children in understanding their 'new normal'. This might be in the form of allowing children time to talk about the events of the last few months in groups or with trusted adults one-to-one; through lessons focussing on mental wellbeing and staying safe; and through pastoral activities facilitating positive opportunities to renew and develop friendships and peer groups. Pupils will also focus on the core curriculum areas of phonics, reading, writing and mathematics. The children will also have access to outdoor learning each week.

#### Continuous Provision and Physical Resources

Our youngest children are used to learning freely and often through play. They are used to working one-to-one or in small groups within touching distance of others. This re-opening plan pays close attention to social distancing expectations but also recognises that asking children in EYFS and Year 1 to sit at their desk 2m apart from any other person (with just a selection of resources only they can touch) for the duration of the school day is not a realistic expectation. Part of the Department for Education definition of social distancing in schools is the introduction of class sizes of no more than 15 which do not mix with other classes. Their published guidance recognises that schools can't guarantee the children within these smaller groups won't come into physical contact with one another and, realistically, nor can we.

There will be elements of continuous provision made available within the learning environments for your children. In some cases, we will provide them with individual resources e.g. their own tray of dried pasta or their own playdoh that only they will touch and use before being thrown away. There will also be times when children in a bubble inevitably share and touch the same resources throughout the day. These are all resources which we deem necessary to support your child's learning. Any such resources will be cleaned thoroughly after use. We have been advised by the Government to remove all soft furnishings from our learning environments and have done so.

Children in Year 6 will also be following social-distancing measures and the classrooms have been organised to ensure that pupils are two metres away from each other.

Sports will focus on non-contact sports. Any equipment that is used during these sessions will be kept for use only in the individual bubbles.

## Online Learning

The work teachers have been providing on purple mash will continue to be set. There will naturally be an adjustment to this provision as they now also juggle this with the provision for children in school.

## Food and Drink:

All food and drink will be taken by the children in their individual space in the classroom or outside. This includes morning snacks and lunches, with the exception of YR who will use the dining hall for their packed lunches if necessary.

Universal Infant Free School Meals and Free School Meals for children eligible are still being offered. Therefore, if your child previously had a free school meal at lunch time they can continue to do so. However, we are not providing hot dinners at this time. Instead a packed lunch will be provided.

Should you not wish to choose a free meal in school, your child can bring in a packed lunch from home. Please be mindful of only including lunch items that your child can manage independently. All rubbish and leftovers will need to be kept in your child's lunch box and returned home for disposal. Alternatively, the lunch could be provided in entirely disposable packaging and put in the classroom bin when finished.

Each bubble will have its own allocated timeslot for eating which will sit alongside their allocated timeslot for outside play time.

Fruit and vegetables are not being provided as yet by the Government therefore please ensure that your child brings a healthy snack with them to eat during their morning break time.

## Cleaning and Hygiene:

We have made several key adjustments to the cleaning process in our school.

Throughout the day, there will be on-going cleaning. The focus of this clean will be on areas we know germs can be most prevalent, e.g. toilets, sinks, touch points such as door handles etc. We have stocked up on appropriate cleaning chemicals and equipment to facilitate a greater level of cleaning. Each classroom has a bottle of antibacterial spray and disposable cloths for frequently wiping down surfaces and equipment touched by children and adults throughout the day. This includes equipment such as iPads and laptops which will be allocated to specific bubbles and not shared between bubbles.

Our before and after school cleaning capacity meets the Government requirements. The Department for Education have published renewed guidance for cleaning in non-healthcare settings as well as guidance on implementing protective measures in education and childcare settings which are heavily influencing our cleaning practice in school.

Each bubble has an allocated sink and soap to facilitate regular hand washing – children being individually sent to wash their hands and this will form part of the daily routine in class. Adults will supervise this and, where necessary, teach the children how to wash their hands properly. In addition to this, we have a good supply of alcohol-based hand sanitizer which is available in every classroom and additional points around the school grounds. Every classroom is stocked with tissues to encourage 'catch it, kill it and bin it' and bins will be emptied regularly throughout the day. We will also reinforce the message of sneezing and coughing into the inner elbow.

Rooms will be kept well ventilated with windows open throughout the day and doors propped open to encourage the circulation of air throughout the school.

## Symptomatic Individuals:

If a child develops symptoms compatible with coronavirus, we will contact their parents or carers immediately and they will be sent home to isolate. In such an instance, collecting your child from school must be your number one priority and we would expect you to make your way to school immediately. Where relevant, we ask that you work with your employers to ensure they understand the absolute importance of this.

If a member of staff becomes symptomatic, they will be sent home to isolate. For any symptomatic individual, that isolation should be for seven days; for the rest of their household it should be 14 days.

All staff and students who are attending school are eligible for a test if they display symptoms. It is therefore essential that the symptomatic individual presents for a test at their local testing site as soon as possible.

Where a child or staff member tests positive, we will inform the whole school community. The staff and pupils who have been working in a bubble with the symptomatic individual will be asked to isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless that child or staff member they live, with within that bubble, subsequently develops symptoms.

If someone in your household becomes symptomatic, is it absolutely essential that you follow the protocol of isolating the other household members for 14 days. Please inform us that you are doing this and also if your child, who has been attending our provision, becomes symptomatic. Open communication will make this easier for everyone.

#### Individual Cases:

In some cases, we will need to work one-to-one with families to make a joint decision on whether their child can safely return to school. This would be the case for pupils who, under normal circumstances, would have a risk assessment for something like intimate care or behaviour.

#### First Aid:

We cannot guarantee that the youngest children will be under the direct supervision of a paediatric first aid trained member of staff at all times. However, we will always endeavour to have a paediatric first aid trained member of staff on site and all staff working with children have a basic knowledge of first aid.

In the case of minor injuries, our first aid team will direct the child on how to administer basic treatment for themselves from a safe 2m distance. For example, under normal circumstances, the first aider may recommend a wet paper towel to clean a minor graze which they now would instruct the child to administer for themselves.

We do have some first-aid trained members of staff who – following a risk assessment - are willing to support children within their 2m radius. This would be for injuries that require closer inspection. Staff would be provided with PPE (face mask, gloves and plastic apron) for such close-proximity work. In the scenario where a first aider does not feel comfortable working in close proximity with a child, or no appropriately trained first aiders are on site, we would contact parents/carers to come to school to assess their child for themselves. In the case of an emergency we would call 999 and inform the parents/carers that we have done so.

Each bubble will contain its own basic first aid kit for use only by the adults and children in that bubble.

#### Frequently Asked Questions

**If my child is eligible, is it compulsory for them to attend school?**

DfE guidance for parents and carers strongly encourages children and young people in the eligible year groups and priority groups (such as children of key workers) to attend unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions – see further questions below).

However, parents will not be fined for non-attendance at this time.

**Will you be taking a daily register?**

We will be taking a daily register of which children in Reception, Year 1 and Year 6 are in school using the provision. It is important to reiterate than non-attendance at this time will not lead to a fine from the local authority.

### What if my child is eligible but has siblings who are not?

The Government are clear that only primary children in Reception, Year 1 and Year 6 return. This does not include siblings in different year groups unless those siblings are in a priority group, for example, the children of critical workers.

### Can children be tested for the virus?

Once settings open to more children and young people, staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative.

A positive test will ensure rapid action to protect their classmates and staff in their setting.

### Will staff or pupils be tested prior to being allowed to attend school once it has reopened?

No. At present, testing is only available for people who are showing symptoms of coronavirus.

### Should educational settings take pupils' temperatures?

Parents, carers and settings do not need to take children's temperatures. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.

### Will teachers be provided PPE e.g. facemasks?

DfE guidance states that wearing a face covering or face mask in schools or other education settings is not recommended and these settings should therefore not require staff or children to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings should not be worn in any circumstances by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

### Can my child wear a facemask?

Based on the guidance in the previous question, specifically around the potential for our youngest children to not handle them as directed and inadvertently increase the risk of transmission, we are advising that facemasks are not brought in to school.

### Should my child wear uniform?

DfE guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in school. We recognise that for some families it may be a stretch to ensure uniform is washed and ready for the next day and that some children may have grown since March therefore don't have uniform which fits appropriately.

Children can attend school in non-uniform. We do however insist on clean clothes every day in line with Government guidance.

### Will visitors be permitted on site?

Only the most necessary visitors will be permitted on site – for example delivery of essential supplies.

At drop-off and pick-up parents and carers are not permitted into the school building. During these peak times, staff will be available to have a socially-distanced conversation with you to receive and pass on messages. Should you need to discuss anything in detail, please email or phone the school office and we will be able to support you that way.

### Will there be breakfast club or after school club for my child?

There is no provision for a Breakfast Club during this period. We can discuss individual circumstances for KEY WORKERS who may require before or after school care.

### Can my child bring their own pencil case and equipment into school? What about sending reading books home from school?

We would like to restrict the amount of things children bring into the shared school environments from outside environments. Whilst we understand that coats, bags and packed lunches will all be necessary, we ask you not to send your child in with a pencil case, their own stationery, play equipment etc. All these sorts of things can be provided individually for your child in school where we can monitor and clean it as appropriate.

For now, we are applying the same logic the other way round and will not be sending resources, such as reading books, home with your child. Teachers will hear children read in school.

### What happens if the fire alarm goes off? Will the bubbles come into contact with one another?

In the event of a fire alarm, the two adults assigned to a bubble will ensure the children within that bubble safely exit the school building. Your child's safety is of paramount importance to us – this is one of the reasons we have two adults assigned to each bubble. Once outside, the grounds are significantly big enough to ensure each bubble congregates in a space that is a safe distance from any other bubble. When it is safe, bubbles will reintegrate back into the school building one at a time, via their own separate entrances.