

PLAN FOR RE-OPENING **WATERWELLS** PRIMARY ACADEMY (MAY 2020)

	Number of teachers on staff	Number of Teaching Assistants	Other support staff	Admin staff
Number of staff shielding	1	2	1	0
Number self-isolating	0	0	0	0
Number requesting flexibility around child care	0	1	1	0

Pupil Numbers for consideration:

Year Group	PAN	Expected numbers (based on parental feedback) *only 60% of those eligible actually responded. Figures below are for parent responses, PS, R, Y1 and Y6
Pre-school	40	17/40 responded. 8 Yes/don't know, 9/17 No. 13/40 Did not respond.
Reception	60	126 responses from an eligible 177 = 71% responded Of those that responded: 25% = no 75% Yes or Don't know
Year 1	60	
Year 6	60 / ACTUAL – 53	
Vulnerable and key workers Reception		
Vulnerable and key workers Year 1		17 Registered / 14 confirmed
Vulnerable and key workers Year 2		11 Registered / 9 confirmed
Vulnerable and key workers Year 3		21 Registered / 14 confirmed
Vulnerable and key workers Year 4		20 Registered / 14 confirmed
Vulnerable and key workers Year 5		14 Registered / 9 confirmed
Vulnerable and key workers Year 6		17 Registered / 11 confirmed
TOTAL Key worker/vulnerable		117 Registered / 85 confirmed for June to date (need to allow for all) Note: some returning/starting 1 st June, some 8 th June, some 15 th June and later.

Plans for children coming into school must take into account:

No more than 15 pupils in a 'bubble' (this number cannot be exceeded).

Children of key workers and vulnerable pupils can be re-allocated into their own year groups (if relevant). Before and after school club cannot be offered. Children will need to be in their teaching spaces and the provision will have to be managed by the staff they are with all day or different staff who only work with that one group.

2 members of staff must be allocated to a bubble and must remain with that group (staff cannot be swapped in on a rota). Any lunch staff need to only work with one group of children.

Plan to have people in reserves should they be needed, i.e. to cover staff illness. Those people must not work with children – they need to be able to go into a group without the risk of cross contamination

WE NEED TO ENSURE THAT THE OFFER PUT IN PLACE REMAINS THE OFFER ON AN ONGOING BASIS – PLEASE PLAN PROVISION IN LINE WITH ABOVE AND IF IT IS NOT POSSIBLE TO HAVE ALL YEAR GROUPS IN THEN WE NEED TO PRIORITISE THE YOUNGER AGE GROUPS. THIS WILL BE APPROVED BY TRUSTEES.

Group	Classroom	Staff member 1	Staff member 2	MDSA/lunch support	Drop off time/collection time (staggered)	Entry and exit point	Parent collection	Toilets	Lunch	Play area
Reception group A	Wren	Miss Rankin	Mrs Timpson/ Mrs Bingham (Job share)	Staff to release /cover each other	Non key worker groups Drop off: 9-9.10am at main pupil gate. Collect: 2.30pm	Entering site only for collection: One-way system in and out main gate entrance and adjacent gate. Barrier to split walkway.	2.30pm Collect from outside Reception outdoor area wooden gate.	Reception shared toilets	Eat in classroom 11.40-12	12-12.20 Zone 1 Rec ½ Outdoor area
Reception group B	Penguin	Miss Lanceley	Mrs Harrison	Staff to release /cover each other			2.30pm Collect from outside Y1 outdoor area Penguin class (Near side)	KS1 – Yellow toilets	Eat in classroom 11.30-11.50	11.50-12.10 Main playground
Reception group C	Puffin	Mrs Lowe	Mrs Young/ Miss Stockwell (Job share)	Staff to release /cover each other			2.30pm Collect from outside year 1 Puffin (far side)	KS1 – Yellow toilets	Eat in classroom 11.40-12.00	12-12.20 MUGA
Vulnerable/ KW children Group 0 (YR)	Robin	Mrs Savage/ Mrs Burns (Jobs share)	Mrs Straughan / Mrs Allen AM SEND TA (PT)	Staff to release /cover each other	Key worker group Drop off: 8.40 – 8.50am Collect: 2.40pm		2.40pm Collect from outside Reception outdoor area wooden gate.	Reception shared toilets	Eat in classroom 11.30-11.50	11.50-12.10 Zone 2 Rec ½ Outdoor area

Group	Classroom	Staff member 1	Staff member 2	MDSA/lunch support	Drop off/ collection time (staggered)	Entry and exit point	Parent collection	Toilets	Lunch	Play area	
Vulnerable/ KW children Group 1 (Y1)	Flamingo	Miss Read	Miss Worrall	Staff to release /cover each other	8.40-8.50am	Not entering site at drop off.	2.45pm Outside Y2 Flamingo class	KS1 – Blue toilets	Eat in classroom 12-12.25	12.25-12.45 MUGA 1	
Vulnerable/ KW children Group 2 (Y2)	Kingfisher	Mrs Buckley	Miss Salisbury (PT)/ Mrs Fitzgerald SEND TA (PT)	Staff to release /cover each other	Y1-3 Drop off at main pupil gate.	Entering site only for collection:	2.45pm Outside Y2 kingfisher class	KS1 – Blue toilets	Eat in classroom 12-12.25	12.25-12.40 MUGA 2	
Vulnerable/ KW children Group 3 (Y3)	Crane	Miss Keightley	Miss King	Staff to release /cover each other			One-way system in and out main gate entrance and adjacent gate.	2.50pm Outside Y3 Crane class	KS2 toilets	Eat in classroom 12-12.25	12.25-12.40 Main playground
Vulnerable/ KW children Group 4 (Y4)	Starling	Miss Hassanjee	Mr Cutler	Staff to release /cover each other			Barrier to split walkway. Back POD gate exit only PM (Use this exit if last or only collection around the back of the school y4/5).	2.50pm Outside Y4 Starling class	KS2 toilets	Eat in classroom 12-12.25	12.25-12.40 KS2 back playground
Vulnerable/ KW children Group 5 (Y5)	Skylark	Miss Vousden	Mrs Darke (PT) Miss Ellis SEND TA (PT)	Staff to release /cover each other	3pm Outside Y5 Skylark class	KS2 toilets		Eat in classroom 12.30-12.50	12.50-1.10 Main playground		
Vulnerable/ KW children Group 6 (Y6)	Owl	Miss Dando	Mrs Hipkins	Staff to release /cover each other	Y4, 5, 6 without siblings/or Y4, 5, 6 pupils with siblings not in year 3 or below to drop off at back POD/breakfast club gate entrance next to staff car park gate	3pm Outside Y6 Owl class		KS2 toilets	Eat in classroom 12.30-1	12.50-1.10 MUGA	
Vulnerable/ KW children Group 7 (Mixed)	Swift	Mrs Fryer	Mrs Parker Miss Hoskins (T, W-Thu)	Staff to release /cover each other			3pm Outside Y5 Swift class	KS2 toilets	Eat in classroom 12.30-1	12.50-1.10 KS2 back playground	

Staff available to join a single group if staff shortage:

Mrs Morris (PT), Mrs Sage-Jones, Mrs Mandeville (AMs)

SEND Part Time TAs - B.Sousa, K.Dallimore - to be allocated to bubbles with specific needs.

MDSA/lunchtime only – C.Walters, B.Walsh, C.Sidorowicz - backup for lunch cover in absence, would have to remain with same group once deployed.

Not available for group rota/ alternative duties:

Mrs Franks – Designated First aid (on radio) / end of KS1 base/ support drop off and collection supervision

Mrs Webley –first aid / back up in absence for diabetic pupil / end of KS2 base/ KS2 toilet supervision area

Mrs Burgess - SENDCo duties

Mr Eakers - Child Protection/DSL, family contact, support drop off and collection supervision

How will toilets be managed: numbers using, cleaning, staff supervision	Proposed management of parents on site (if approved))	Proposed management of lunchtimes	Proposed management of before/ after school club (if relevant)	Staff areas for breaks	Management of school office
<p>Groups allocated to specific toilets. Staggered times for lunches (peak hand washing and toilet time).</p> <p>Rota, staff to be aware of allocated time slot linked to their lunch slot. Staggered slots so only one bubble to use at a time.</p> <p>Rule, max 2/3 children in at one time based on toilet number of cubicles only. Urinals to be taken out of use.</p> <p>Staff supervision when a 'bubble/group' queuing to ensure groups do not mix. First aider/ non-rota staff member to be located at end of KS2 corridor for monitoring.</p> <p>Extra toilet cleaning during the day.</p> <p>Corridors will be divided marked with arrows for direction where there is a possibility of movement of children.</p>	<p>Parents not on site for drop off. SLT/ inclusion and non-rota based staff to oversee drop off on gates/main playground and end of day collection.</p> <p>Parents on site for collection only (as cannot see children out onto a main road). 1 parent to collect at one time. Marked out area around external classroom doors – no entry zone. Parents requested to queue in orderly fashion, social distancing.</p> <p>All children to be collected from school by a parent to ensure social distancing is maintained between school and home.</p> <p>Barrier and floor markings to separate one-way system near main gate entrance/walkway and around KS2 wing corner.</p> <p>Staggered finish times for collection, to reduce number of parents at one time. Parents will be asked to follow social distancing measures and stand 2m apart.</p> <p>Signage to indicate directions for queue/ social distancing when dropping off and collecting children.</p> <p>Floor markings/signage outside school to indicate distancing rules.</p>	<p>Staggered times (also facilitates staggered use of toilets).</p> <p>Packed lunches only. FSM and UIFSM packed lunches provided by kitchen. Non-FSM/UIFSM to bring in packed lunch from home. All children to bring in own drink from home. Packed lunches to be delivered to classrooms. Children eat in rooms. Also enables social distancing for dinner staff. Not using the hall, dinner tables, cutlery, plates, beakers, jugs etc. No queuing. Pupils could eat packed lunches outside (weather permitting).</p> <p>'Bubbles' / groups will have own designated area (coned off) for outdoor play at a given time. Groups will not mix.</p> <p>All pupils will use external classroom doors for entering/ exiting for lunchtime/outdoor activities.</p>	<p>No BC/ASC facility. Cannot run/facilitate children not mixing beyond school groups.</p>	<p>Staffroom (max 5 staff at any one time, social distanced).</p> <p>Allocate area of field space/ POD decking available for staff. Staff must observe social distancing, max 5 staff at any one time.</p>	<p>Any contact parents need should be via phone/email. Parents are not to come to the office unless by prior arrangement with Head of School.</p> <p>No cash payments – cashless.</p> <p>Hand sanitiser at Reception.</p> <p>Office screen to be kept across at all times.</p> <p>Deliveries – directed to be left in foyer – not to enter further into the school. Non-essential post and deliveries to be placed in quarantine before handling. Store in office lockable cupboard where possible for 72 hours before distributing throughout the school. Sanitise/hand wash after handling. Kitchen deliveries – to be left at kitchen door.</p> <p>Late arrivals – parents will have to call office number: 01452 881962 and advise. Member of SLT/non-rota based staff will coordinate letting in through main pupil gate and socially distance seeing child to their external classroom base.</p> <p>Early collections – parents must telephone the office and agree external collection point and time.</p> <p>If staff need to communicate with the office/staff based in an office, use email or phone. If absolutely necessary, do so from the corridor. Main office – corridor with screen across.</p>

Proposed organisation of PPA	Suggested organisation of in school learning and home learning
<p>Staff in 2s in bubbles. Key worker groups: Release CTs from group for non-contact time at agreed time during the week (PPA therefore covered by other allocated adult in group).</p> <p>Reception groups: Non-key worker Reception groups will finish at 12.15 on a Wednesday to facilitate coordinated PPA time and curriculum delivery across the groups.</p>	<p>Home learning will continue with weekly overviews. PPA release for preparing home learning and planning/preparation of in school activities (key worker groups) and curriculum learning and Tapestry (Reception). Review of online purple mash learning, adding teacher comments and blog follow up will also need to be undertaken. Reception have to agree coordinated approach for teaching of curriculum for their 'bubbles' as well as home learning, thus coordinated release on Wednesday PM to undertake virtually together.</p>

Any other things to be considered:

Daily pupil briefing	<p>This will cover all expectations as reminders for the children:</p> <ul style="list-style-type: none"> • 'Catch it, bin it, kill it' / catch coughs sneezes with a tissue/ elbow, use bins for tissue waste • Hand-washing expectations: <ul style="list-style-type: none"> ○ Agreed times: Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. ○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly or use alcohol hand rub or sanitiser ○ Hand washing reminders displayed in classrooms and toilets. • Encourage not to touch their mouth, eyes and nose • Reminder of system for any movement around the school/ not leaving classroom/ mixing with other bubbles, keeping distance, single file movement, no holding hands, agreed direction/system, distancing, not mixing with other groups, use of external classroom doors, max 3 pupils using toilets at one time • Use of resources/ not sharing individual stationery packs • Play expectations • Fire drill expectations • What to do if feeling unwell
Non-uniform	<p>Enables daily clothes change/ washing. Clothing - must be dressed appropriately for being outdoors (including coat in poor weather, sunhat and sun cream in hot weather). Parents must apply sun cream before children attend. Children can reapply in school themselves, but adults cannot do this for them. Children must only wear sensible shoes that they can do up independently. Cloakrooms will be closed: children will keep their coat / bag / lunch at their individual space in their classroom in order to further reduce the need to move around the space.</p>
Books	<p>Reading books will not be sent home at this time. Reading books will continue to be allocated to children on Bug Club online. Any books read in school by a pupil will be placed in a tray in their room and will not be used for 72 hours prior to being put back in circulation, covers will be cleaned before being used again.</p>
No clubs	<p>Would be unable to facilitate pupils not mixing beyond their groups of 15 for any clubs. No clubs/events to run.</p>
Staff access to site	<p>Staff access to the site will be split: Staff located in KS1 corridor and SLT offices – via main entrance (use of barcode scanner for signing in). Staff located in KS2 corridor and Hub office – via back kitchen (maglock) gate entrance and enter class via external classroom doors (will need to email administrator to notify on site so they can be signed in). Staff to social distance if queuing for entering/exiting.</p>
Visitors / other professionals	<p>Visitors will not be permitted on site unless absolutely essential i.e. safeguarding needs, and only when social distancing can be strictly adhered to. Cannot use room in use by any other groups. 1 x POD room allocated for this. Where possible, meetings to be undertaken virtually/ remotely.</p>
Forest school	<p>Forest school provider will only be used if provider works with same group each week and is not working in any other setting and adheres to social distancing at all other times.</p>
Assemblies	<p>Class based only. No whole school/hall assemblies. Can have virtual assembly for returning year group (not applicable to key worker groups).</p>
First Aid	<p>Where possible, some groups will have a first aider allocated within their group. There will be allocated first aid staff on duty and on call throughout the day, contactable by radio/ phone.</p>

	<p>Back up also in place in case of absence.</p> <p>Where possible, the on call first aider will tend to the child outside the classroom, outside the external classroom door, taking a first aid kit to the location. Where this is not possible, the child may need to attend the designated first aid area at the end of each key stage corridor, but will be accompanied by the first aider.</p> <p>Normal PPE equipment to be worn (apron/gloves).</p> <p>Records to be kept of accidents in accident book as normal. If a first aider in an allocated bubble tends to a child, a record will be kept on record slips in the classroom and a copy emailed to the first aider on duty to be added to the central accident book.</p> <p>Procedure for reporting to parents to be adapted:</p> <p>Where a slip would have been sent home with the child, this will now be emailed instead to the the first contact email on record for that child that the parent has provided to the school. For the very few that have not provided an email contact, a phone call will be made.</p>
Fire drill	<p>Fire drill muster point to be temporarily changed to the 'new' field.</p> <p>Staff in room/bubble to be responsible for ensuring all children leave the room and that both classroom doors are closed upon exiting.</p> <p>Large cones to be left on the field in new muster point, to be labelled with all groups in attendance at this time. These will be sufficiently spaced out to enable social distancing of groups.</p> <p>Staff and pupils to be familiarised with new muster points, and access directions so that groups are not mixing and do not cross.</p> <p>Pupils to be briefed and a walk through drill to be conducted by each group.</p> <p>Staff in allocated group to count pupils, take a role call and put hand up to demonstrate all children accounted for. Radio/phone use for reporting any missing children. All other procedures remain the same – radio notification from senior fire warden when safe to return to the building. Pupils return one group at a time.</p>

SUMMARY OF COLLECTION AND DROP OFF ARRANGEMENTS

Group	Drop off		Collect	
Reception A	Main gate (Not entering site)	9-9.10	Outside Reception outdoor area wooden gate	2.30
Reception B			Collect from outside Y1 outdoor area (Near side, under shelter)	2.30
Reception C			Queue right-hand side of main gate.	Collect from outside Y1 outdoor area (Far side, not under shelter)
KW GRP 0 (Rec)	Main gate (Not entering site)	8.40-8.50	Outside Reception outdoor area wooden gate	2.40
KW GP1 (Y1)			Outside Y2 Flamingo class	2.45
KW GP2 (Y2)			Outside Y2 Kingfisher class	2.45
KW GP3 (Y3)			Queue left-hand side of main gate.	Outside Y3 Crane class
KW GP4 (Y4)	*All Y4, 5, 6 pupils with siblings in Y3 or below to use main gate drop off. Y4, 5, 6 without siblings/or Y4, 5, 6 pupils with siblings not in year 3 or below to drop off at back POD gate	8.40-8.50	Outside Y4 Starling class	2.50
KW GP5 (Y5)			Outside Y5 Skylark class	3pm
KW GP6 (Y6)			Outside Y6 Owl class	3pm
KW GP7 (Mixed)			*Two EXITS for use at end of day only Back POD gate (exit only at end of day) Use this exit if last or only collection around the back of the school from Y4 or Y5 classes. Main gate exit If not accessing Y4, 5 classes for collection, use main gate exit – one-way system in operation.	* Siblings - parents can collect all children at the earliest time slot (but cannot collect later than group's allocated time)