

WATERWELLS PRIMARY ACADEMY – Operational plan

National lockdown, school open for critical workers and vulnerable pupils only - (Updated 13th January 2021)

Government guidance (updated Jan 21):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf

PHE – minimising risk, essential measures:

- Those who are ill, must stay at home
- Robust hygiene
- Enhanced cleaning
- NHS Track & trace engagement
- Consideration to reduce contacts and maximising distance between those in school
- Grouping pupils together and avoiding contact between groups
- Staff maintaining distance from pupils and other staff as much as possible

Group	Allocated room	Staff	Drop off time & location	End of day collection time & location	Allocated toilets	Allocated outdoor lunchtime play space
Pre-school	Pre-school room	RH & 1 agency supply	8.30am Pre-school/ back POD gate	11.30am Pre-school/ back POD gate	POD toilets	N/A
Reception	Wren room	Staff are allocated in year group bubbles with teachers taking responsibility for delivery of planning and delivering remote learning, with some rota responsibility. TAs will support in school with supervision in school	Main entrance gate 8.45am Sibling families (when facing the school, queue right hand side against the fence)	2.50pm Reception wooden gate area	Reception toilets	Reception outdoor area
Year 1	Puffin room			2.50pm Outside Y1 Puffin class gate	Y1 Yellow toilets	MUGA 12.10-12.30
Year 2	Flamingo room			2.55pm Outside Y2 Flamingo classroom	Y2 Blue toilets	Main playground 12.10-12.30

Year 3	Heron room	of critical worker/vulnerable pupils, lunch cover and supporting teachers in responding to work on Dojo and calls home where necessary.	(When facing the school, queue left-hand side, alongside fence running back towards office	2.55pm Outside Y3 Heron classroom	KS2 toilets	Main playground 12.40-1pm
Year 4	Starling room			2.55pm Outside Y4 Starling classroom	KS2 toilets	Back of KS2 12.40-1pm
Year 5	Swift room			3pm Outside Y5 Swift classroom	KS2 toilets	MUGA 1 – Far side 12.40-1pm
Year 6	Owl room			3pm Outside Y6 Owl classroom	KS2 toilets	MUGA 2 – Near side 12.40-1PM
Lunch first aid: Mrs Lowe/ Miss Rankin (Rec&KS1) / Mrs Franks/Mrs Fryer (KS2) - Back up first aiders: DH/JW						

How will toilets be managed: numbers using, cleaning, staff supervision	Proposed management of parents on site (if approved)	Management of lunchtimes	Management of before/ after school club	Staff areas for breaks	Management of school office
<p>Groups allocated to specific toilets. Staggered times for lunches (peak hand washing and toilet time). Adult supervision.</p> <p>Maximum number of children at one time (allocated on signage based on number of cubicles).</p> <p>First aid staff member allocated at end of KS2 corridor to aid toilet supervision during lunchtimes.</p>	<p>Parents not on site for drop off (all parents drop off at specified gate location)</p> <p>SLT, inclusion staff on a rota to oversee drop off at all gate entrances and to take messages.</p> <p>Parents on site for collection only. Staggered collection times to reduce numbers.</p> <p>Use of front and back entrance/ exits to help minimise large volumes in one area and to support flow of parents when leaving the premises.</p>	<p>Staggered times (also facilitates staggered use of toilets).</p> <p>Packed lunches only.</p> <p>FSM and UIFSM packed lunches provided by kitchen. IF/when vouchers deployed for fsm, parents will receive vouchers but children would then need to bring packed lunch to school.</p> <p>Non- FSM/UIFSM to bring in packed lunch from home.</p> <p>All children to bring in own drink from home.</p> <p>Ordered packed lunches to be delivered to classrooms</p> <p>Pupils could eat packed lunches</p>	<p>External breakfast club and after school club have deemed it unviable to run during lockdown due to minimal numbers requiring places.</p> <p>No other extra curricular/ school based clubs running.</p>	<p>EYFS/KS1 staff allocated staffroom for breaks/lunch (max 6 staff at any one time, more than 2m/ social distanced).</p> <p>KS2 staff allocated right hand POD room (max 6 staff at any one time, more than 2m/ social distanced).</p> <p>*Other staff – chose one of the two areas and stick to that space.</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/ administrator.</p> <p>Keep screen across.</p> <p>No cash payments – cashless.</p> <p>Hand sanitiser at Reception.</p> <p>Deliveries – directed to be left in foyer – not to enter further into the school.</p>

<p>Staff supervision when a 'bubble/year group' queuing to ensure further groups do not mix.</p> <p>Extra toilet cleaning during the day.</p> <p>Corridor markings divided & marked with arrows for direction/flow of movement.</p> <p>Timetabling aims to keep movement around the site to a minimum.</p>	<p>1 parent to collect at one time.</p> <p>Marked out area around external classroom doors – no entry zone.</p> <p>Parents requested to follow social distancing guidelines and to leave promptly.</p> <p>Taped/ Barriers and floor markings with one-way system in place.</p>	<p>outside (*weather permitting).</p> <p>MDSA allocated to support on rota where necessary to support staffing, supervision and cleaning after eating.</p> <p>Year groups will have own designated area for outdoor play at a given time. Year group bubbles outside.</p> <p>All pupils will use external classroom doors for entering/ exiting for lunchtime/outdoor activities. Corridor use for pupils kept to absolute minimum.</p>		<p>Allocate area of field space/ POD decking available for staff in warmer weather.</p> <p>Staff reminded of government guidance to keep social distancing between adults as much as possible.</p> <p>Wiping of kettles/ microwaves between uses. Sanitiser and cleaning products available.</p> <p>Staff to use own cutlery where possible.</p>	<p>Non-essential post and deliveries to be placed in quarantine before handling. Store in office lockable cupboard for 72hours before distributing throughout the school. Sanitise/hand wash after handling.</p> <p>Kitchen deliveries – to be left at kitchen door.</p> <p>Early collections – parents must telephone the office and agree external collection point and time.</p> <p>Maximum number of adults in office at any one time.</p> <hr/> <p>Management of staff offices</p> <p>Offices / working spaces reconfigured so that staff either:</p> <p>Have one adult only to an office, or</p> <p>if based together, are spaced greater than 2m apart to ensure socially distanced.</p> <p>Meeting to be conducted by Zoom. Daily discussions should happen at more than 2m socially distanced – cannot be maintained in an office space and therefore should be outside or in a classroom if private, hall or corridor if otherwise appropriate.</p>
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Organisation of PPA	Home/ remote learning – see Remote learning policy for full details
<p>Staff currently covering/releasing each other for PPA within year group bubbles to reduce additional staff contacts and additional mixing.</p> <p>Where possible, staff to remain 2m from pupils where circumstances allow.</p> <p>Ensure consistent and regular hygiene practice.</p>	<p>Home learning will be provided remotely for all pupils not attending school as those identified as vulnerable or those of critical workers. Main platform for pupil work and communication: class Dojo. Staff may also make use of other online teaching resources such as The Oak Academy and other online subscriptions: Bug club, Times tables Rockstars. Reception – will use Tapestry.</p> <p>Class teachers to call pupils/parents weekly if not seen at any point in school. Vulnerable pupils identified and if not attending, contacted by inclusion team staff. Where there is social care involvement, social workers will be notified if pupil is not in attendance.</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/year groups whilst in school, keeping distance, single file movement, no holding hands, agreed direction/system, distancing, not mixing with other groups, use of external classroom doors. • Use of resources - individual stationery packs, regular cleaning of shared resources. • Play expectations • Fire drill expectations • What to do if feeling unwell
Uniform	<p>Pupils to wear non- school uniform (return to school uniform as per govt. guidelines when there is a return of all pupils/ reopening to all)</p> <p>Children must only wear sensible shoes that they can do up independently.</p> <p>Pupils can bring a coat to school.</p> <p>Lunchbox on lunch trolley in the classroom – staff to control access to this with minimum numbers at a time.</p>
Classrooms	<p>Where possible and where space allows – forward facing desks/ seat pupils side by side.</p> <p>Remove any unnecessary furniture. If using fabric chairs – keep to one individual.</p> <p>Staff to avoid face-to-face contact and minimise time spent within 1m of anyone. Keep 2m+ apart where possible.</p> <p>Individual stationary packs for children / adults.</p> <p>Children need to bring in bottle from home for access to during the day.</p> <p>Windows open for ventilation where able / temperature must still be comfortable for working & learning. Fire doors must not be propped open.</p>
Books	<p>Reading books will not be sent home during lockdown.</p> <p>Reading tasks will be provided via remote learning and through the use of Bug club.</p>
Extra curricular clubs	<p>No extra curricular clubs in this time.</p>
Visitors / other professionals	<p>Visitors will only be permitted on site if essential i.e. safeguarding needs, contractors or for the support of pupils (educational or mental wellbeing). Visitors should adhere to social distancing guidelines. Meetings to be undertaken virtually/ remotely, staff should ensure they do not share laptops sat next to each other and should social distance when remoting in for staff meetings/online training/ meetings. Guidance states that schools can have supply teachers and specialist teachers, therapists/ SEND support visitors.</p>
Forest school	<p>Forest school provider can continue to attend. Hygiene practices in place. Policy shared.</p>

First Aid	<p>Allocated first aid staff on rota/ duty/ lunchtimes and on call throughout the day. Back up also in place in case of absence.</p> <p>Normal PPE equipment to be worn (apron/gloves).</p> <p>Records to be kept of accidents in accident book as normal.</p> <p>Meeting room prioritised for waiting space for child with suspected symptoms. Door open for ventilation.</p>
Fire drill	<p>Fire drill muster point to remain at temporary field location.</p> <p>Cones to be left on the field, labelled with class muster points. These will be sufficiently spaced out to enable social distancing of groups and to limit mixing of bubbles/year groups. 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. Practise drill in first week of term and termly thereafter.</p> <p>Other fire procedures remain the same: wardens to check allocated areas if able, close doors, report to fire coordinator.</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. Radio notification from senior fire warden when safe to return to the building. Pupils return one group at a time.</p>

- Only one parent to collect at any one time.
- Arrive promptly for slot times. Please say goodbyes before dropping off your child to avoid queue hold ups in gateways.
- Bikes and scooters cannot be brought/ left on site at this time.
- For essential communication, class teachers can be spoken to by prior appointment by the calling the school office or via class dogo message during school hours.
- Please ensure social distancing measures are adhered to and follow government guidelines. Keep siblings close to you and ensure you leave the site promptly.
- Outside each external classroom door/outdoor area, there is a marked 'no entry zone'. Please do not enter this zone to support social distancing for staff. If you need to communicate with staff, please telephone or email and we will respond as soon as possible.