

Moss Side Primary School

COVID19 Response - Proposal to begin to increase pupil numbers (Parent/ Guardian)



The following document (updated 19.06.2020) contains the structure and logistics of a planned, safe return to school, using Government and LCC guidance, assimilating a 'bubbles' model into the context of Moss Side Primary School. The tailored LCC risk assessment should be read alongside this.

Overarching Principles

Government guidelines make clear that 'early years and primary age children cannot be expected to remain 2 metres apart from each other and staff'. Instead, schools are asked to work through a 'hierarchy of measures' to reduce the risk within these groups:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

The Government have asked schools to plan a safe, phased return from 1st June for current EYFS, Year 1 and Year 6 pupils.

The staffing structure has some flexibility built into it but we want to limit staff changes as much as possible, as this is part of the safety. This means that, should there be some non-COVID staffing attendance issues, it might be possible to re-deploy staff (and staff are prepared for this possibility) but, in some instances, it might be deemed unsafe to do so and therefore pupil groups may still be asked not to attend school (key worker groups are staffed more heavily on a rota to stop this being an issue for them). We will endeavour to not make further changes to the timetable but this is not necessarily possible and all parties would need to be as flexible as possible. Start dates for pupil year groups are proposed but will be confirmed with each year group prior to them starting.

This proposal and the attached risk assessment are based on reducing risk. No planning can take away all risk from any activity.

The nature of the current pandemic mean that this is likely to change, both before any proposed dates and once the plan has begun. All best endeavours will be made to keep all relevant parties informed of such changes.

The proposal will not be put into action until the Government's '5 tests' are achieved and the Local Authority have made it clear that they are happy that these have been met locally.

MINIMISING CONTACT AND MIXING

Location and Staffing of Bubbles

	Key Group R/Y1	Key Group Y2-6	Key Group Y2-6 B	Rec (A)	Rec (B)	Year 1 (A)	Year 1 (B)	Year 6 (A)	Year 6 (B)	Year 6 (C)
Location	Y3	Hall	Y4	Rec	Rec/Y1	Y1/2	Y2	Y5	Y6	Sci Rm

Pupils will be split into 'bubbles', based mainly around their year group. There will not necessarily be a correlation between the child's current class teacher and/or location (as has been previously explained). This means that it may be that your child will be in a bubble with different staff than they may be used to. Infant age groups will be taught by two members of staff, ideally one teacher and one teaching assistant. Year 6 groups will be taught by one member of staff, ideally one teacher. In all instances this relies upon staff availability.

Bubble groups are likely to be spread evenly to start ie. 2 bubbles of 7 reception pupils is deemed preferable to 1 bubble of 14 as it is safer. Pupils choosing to come back sooner in the term, as opposed to later are therefore no more or less likely to be placed with your child's current class teacher.

Why? We have been asked to work with no more than 15 pupils in a group but we deem it to be safer the fewer pupils are in a group, certainly initially. As I am sure you can imagine, although you may prefer your child to be with their class teacher, it is mathematically impossible to make this work in any other way. Parents may wish to take this into consideration when deciding whether to send pupils back or not.

How will bubbles work?

Where possible, children and staff will stay fixed to a bubble so that the transmission of germs is reduced to solely that group. They will have no/extremely limited contact with other bubbles in school. The bubble will stay together for the entirety of the day and there will be no physical whole school events (such as assemblies).

Bubble pupils will have assigned toilets and sinks to use. This may be within the traditional 'girls' or 'boys' bathrooms but every bubble will have their own cubicle toilet.

Bubble pupils will play together at break and dinner but stay separate from other bubbles. They will eat dinner in their own classes, having the dinner left at the door on a trolley.

Within the bubbles, pupils cannot and will not be expected to keep a two metre gap from one another, although our Junior pupils in particular will be encouraged to think about personal space.

In reality, **this means that our reception and year 1 pupils will continue to mingle within their own bubble** – pupils at this age naturally wish to interact in close proximity with one another and, to not allow them to do so, would reduce a large amount of the purpose of school at this young age. It is also difficult to envisage how teaching at this age may be achieved if a distance was set between all pupils. Most importantly, experience tells us that young pupils may understand the concept of keeping a distance but are unlikely to stick to it.

Junior pupils will work in ‘spaced out’ settings, but our classrooms would not allow for a distance of two metres between desks. Junior pupils will be **encouraged to consider reducing close contact with others but, at playtimes, this is unlikely to be maintained.** Any pupils who wish to keep distant at playtimes will be given an area to utilise in order to do so but pupils will, most probably, choose to continue to mingle within their own bubbles.

Why? **It is really important to consider, within any guidelines, what are realistic expectations that can be achieved. While staying two metres apart sounds fine on paper, experience tells us that children will be unable to maintain this and it will be impossible for staff to police this fully. This, as stated before, is reflected in the Government guidelines.**

Key Group Bubbles

The bubbles containing key worker children will be run on a rota basis so that all staff have some time away from school – this is important so that all staff have chance to be away from an intense situation, particularly initially. No more than two staff will run the childcare bubble and this could be a teacher and teaching assistant or two teaching assistants, depending on staff availability. If numbers are low, one member of staff may be deemed more appropriate.

Please note that **no pupil can be in two bubbles at once, therefore key worker pupils will be in the respective ‘Key Group’ bubble not one of the other year group bubbles.** Please remember that all bubbles are in ‘year groups’, meaning that no group is likely to be formed purely by children from one class anyway.

Days will also be slightly extended **for pupils of key workers only** as it is currently unclear what childcare provisions will be available before or after school. They are currently 8.00-4.15 but this will be further reviewed to ensure that school still has capacity to meet extended hours. Now that schools and nurseries are returning, it appears logical that there will be no further increase in key worker children other than those parents who have already informed school. As such, it is unlikely that any further key worker bubbles will be created as the current plan has staff and space at a maximum.

There may be some pupils in this group who are not within the key group category, in order to provide adequate space for all pupils from EYFS, Year 1 or Year 6 should they return. They will only attend for the same amount of days as the rest of their year group (most probably two). Any children of confirmed key workers are currently eligible to attend, using the same advanced notice system that has been in place since the school closure. Contact is made via bursar@mosside.lancs.sch.uk and the list has been updated to reflect current information from parents.

Why? By keeping the Key Group bubbles as bubbles of their own, we are avoiding the risk to pupils and staff of any pupils being in more than one group and increasing the risk of transmission. All bubbles will run a similar model of education and all bubbles are likely to have a mixture of children who may previously have been in different classes. We can only extend hours for a limited amount of time, and for these limited bubbles, as there is significant pressure on staffing at present. There is no Government expectation that we do this but we understand that it may help some of our families and we want to support them to continue in important roles – we would love to be able to assist more but, unfortunately, have not got capacity to do so.

Arriving and Departing School

	Key Worker R/Y1	Key Worker Y2-6	Key Worker Y2-6 B	Rec(A)	Rec(B)	Year 1 (A)	Year 1 (B)	Year 6 (A)	Year 6 (B)	Year 6 (C)
Drop off	8.00	8.00	8.00	9.00-9.10	9.00-9.10	9.15-9.25	9.15-9.25	8.50-9.00	8.50-9.00	8.40-8.50

Pick up	4.15	4.15	4.15	3.00-3.10	3.00-3.10	3.15-3.25	3.15-3.25	3.00-3.10	3.00-3.10	2.50-3.00
Location	Y3 door	Hall doors	Junior doors	Infant doors	Infant doors	Infant doors	Y2 door	Y6 door	Y6 door	Junior doors

Both main gates will be entrance and exit, with the car park gates also used in the same manner (all staff cars should be on site by the time most pupils arrive). It will require parents to be considerate when bringing pupils to school and consider the importance of maintaining a 2 metre distance between other families and staff.

A one way system will be deployed around the Junior side of the building. Entrance: Year 5 gate (as normal). Exit: Via field (to front or car park). Any use of the car park **must** be accompanied by an adult. All Key Group children should continue to be accompanied through the car park, with parents exiting via the field. Infant pupils should use the Infant gates as an entrance and exit.

Only one adult should bring a child to school, keeping any other children off the premises wherever possible. It is deemed preferable that Year 6 are also escorted to school, to discourage them from congregating, but we understand that this may not always be possible. It will be made clear to pupils that they should not break the 2 metre rule, even with members of their bubble, at this point of the day and this will be applied as per the School Behaviour Policy.

Parents are encouraged to walk to school, rather than drive, by the Government during this period. **No cars should enter the car park other than those of staff.**

The intention behind staggered times is for queues to be minimal. If necessary, parents must wait 2m apart and may prefer to wait off site if there looks to be some congestion (nobody will be penalised for being slightly late under this new provision):

- Infant doors to queue up along red exterior playground line, looping round in an anti-clockwise direction.
- Y2 door along the wall, leading towards the Junior playground.
- Junior door along white netball lines.
- Y6 around quiet benches.

Why? Congestion at the start and end of the day is one of the main areas of concern for transmission as numbers on the site will be the highest they can be. It will need everybody to take responsibility and think about how to protect pupils, staff and other parents by staying away from one another. It also means that staff will not be available for conversations at the beginning and end of the day and hand overs must be extremely brief.

Key Elements of the structure of the day

The backs of chairs or spaced out pegs in cloakrooms will be used to separate limited items brought in by pupils (**no bags** – bottles, coats, sunhats, snack). Suncream should be applied before the start of the day if necessary.

An electronic register will be taken so that no physical registers are passed between bubbles and the office.

Regular handwashing intervals are factored in, including on immediate entry to school, after play and before eating. If access to the sinks is not possible, hand gel will be used instead until pupils can wash their hands properly.

Increased toilet breaks for each class will be arranged, to avoid pupils going too often at other points during the day.

Dinners will be eaten in class. A packed lunch will be provided from the kitchen team (in line with other schools) for all EYFS and Year 1 pupils. The usual school rules re. no nuts, fizzy drinks etc/ providing a healthy, balanced lunchbox apply. Break time snacks can be brought for morning break by all, as it is unlikely that the fruit delivery will return. Please note, all pupils Year 2-5 will continue to bring their own packed lunch.

* Vouchers will continue to be ordered for all eligible Free School Meal families (as has been the case for the past two months). Please note that this is not the same as 'Infant Free School Meals' and we have contacted any eligible families. If your financial circumstances have changed over the past few months, please contact Karen to see if there may be further support available to you.

Pupils will drink from their own water bottles as the water fountains will be out of action.

Why? These are arrangements to reduce the risk of transmission between pupils and staff. As such, the school day is likely to feel very different but we have attempted to create the best possible solution with the limitation that we face.

Time in school

Pupils will attend school on a rota basis on alternate days (apart from key worker pupils, where requests will continue to be arranged via email as previously). The dates for the first three weeks are:

	Mon						Tues						Wed						Thurs						Fri											
	K.G. R/Y1	K.G. Y2-6	Rec(A)	Rec(B)	Y1 (A)	Y1 (B)	Y6 (A)	Y6 (B)	Y6 (C)	K.W. R/Y1	K.W. Y2-6	Rec(A)	Rec(B)	Y1 (A)	Y1 (B)	Y6 (A)	Y6 (B)	Y6 (C)	K.W. R/Y1	K.W. Y2-6	Rec(A)	Rec(B)	Y1 (A)	Y1 (B)	Y6 (A)	Y6 (B)	Y6 (C)	K.W. R/Y1	K.W. Y2-6	Rec(A)	Rec(B)	Y1 (A)	Y1 (B)	Y6 (A)	Y6 (B)	Y6 (C)
2																																				
2																																				
2																																				
9																																				
6																																				

We will use the final 8 days of school as an opportunity to see all pupils at some point where possible. Details of this will be announced next week. Key Groups will carry on until the end of term and rec/y1/y6 bubbles will also continue for some time week beginning 13th July.

Why? The principle behind the staggered start is that less year groups to begin will allow the procedures and **routines required to be embedded safely, for staff, pupils and parents**, before pupil numbers build further.

The A and B model means that pupil numbers can be kept to safer levels once all 9 bubbles return to school in some way. It also allows further cleaning of the building to be undertaken in a safe manner. Although this system will not be preferable for all, consideration was given that it may allow some working families to negotiate with

employees their working arrangements once pupils have two or three days a week in school. It is also important to remember that some year groups are still in a position where we have not been asked to plan for their return, given the guidelines currently in place. This means that, although we would ideally prefer to be able to provide more for all of our pupils, we see this as being an unexpected opportunity for some pupils to return but that this must be handled safely.

REGULAR CLEANING OF SETTINGS

Cleaning

Deeper cleaning will be undertaken when the rooms are vacant (on 'off' days), through an increase in cleaning staff time. Staff will also attempt to clean shared resources as they go.

Each room will have the usual cleaning products available to use during the day, while still understanding that everything cannot be cleaned instantly as the priority of bubble staff is the safety and supervision of pupils.

The focus after school will be increased cleaning of shared spaces, following the risk assessment to identify hot spots.

HYGIENE

A series of measures will be implemented to improve hygiene within bubbles. Key priorities (further identified on the risk assessment) are:

- One pupil at a time, per class, will visit the designated toilet and designated sink to reduce the need for other bubbles to mix.
- 'Catch it, bin it, kill it' reiterated to the children and tissues are available in classrooms.
- Bins emptied daily.
- Classroom resources cleaned wherever possible and thorough cleaning of rooms undertaken on 'off' days.
- Trim trail and tyres to not be used by reception, year 1 or year 6 bubbles.
- Pupils will be given individual stationery as much as possible, which will be stored in individual trays or similar.
- There will be significantly reduced resources in rooms, to allow for slightly more space where possible and for there to be less shared resources passed around inside bubbles. This may mean that some resources are stored elsewhere.
- No resources will be sent home until the implications of transfer on surfaces are clearer. This means no books cannot be exchanged and parents are encouraged to continue using electronic books and/or personal books.
- Rooms have been selected to offer good ventilation, which should be utilised.

Clothing

- Practical clothes, suitable for outdoor sports, should be worn by all, including sensible shoes. There will be no PE kits held in school at any point, to reduce additional items which can transmit germs. Clothes should be washed regularly when pupils leave school, meaning that uniform rules will be relaxed to allow own clothes to be worn, as this may put families in a position where they are under pressure to wash and dry clothes.
- Staff should wear clean clothes every day and may want to consider changing prior to leaving the building.

- Pupils are not to wear masks as it is deemed by Government guidelines to be counter-productive to do so.
- No bags will be brought into school. Pupils only require coat and water bottle, with a lunchbox and cap where necessary. Suncream should be once a day and applied in the morning. This is to reduce the amount of items coming and going from school.

AVOIDING CONTACT WITH ANYONE WITH SYMPTOMS

Medical checks

The [Government guidance](#) will continue to be followed and pupils and parents regularly reminded. No pupil or parents, showing any symptoms, should enter the premises. Any pupils or staff showing signs within the building will be dealt with as per the risk assessment.

Parents will also be reminded that any pupils with **any other illnesses should be kept at home**, as this increases the workload for staff. The usual 'we will try and get through the day' does not apply at present.

The [Government guidelines](#) explicitly state not to use temperature checks, although individual parents are, of course, welcome to use this as a guide themselves as they would normally do and they may find this a usual check to take before setting off for school in the morning. No child with a temperature should enter the building anyway.

If school identifies any symptoms from staff or pupils within reception, year 1 or year 6 bubbles, **the whole bubble will be asked to isolate for a period of minimum 7 days from the end of that school day or until a test result has been returned** to confirm or deny a positive result. Further details are held within the risk assessment. If a parent keeps a pupil off school, a conversation will be held with the parents to ascertain if it is felt that these are symptoms concurrent with coronavirus.

Why? In order to provide the safe procedures that pupils and staff deserve, it is considered sensible to be very cautious as we proceed. Initially, the need to isolate should there be any signs of symptoms is deemed to be the most sensible approach to provide the re-assurance that staff and parents require in these circumstances. As with all of this strategy, there will be constant review of procedure and timescales. It will require the full co-operation of all for these measures to be effective.

ADDITIONAL CONSIDERATIONS

Curriculum

What the children need to learn, and what they can be taught, will be significantly disrupted by the ongoing situation. The focus must be **returning to school in a calm, safe manner** and it is unlikely that **many pupils will be in the right frame of mind to absorb the curriculum at the usual pace**. Therefore, there will be a temporary focus on these areas until things can return to normal (which looks most probable to be in the Autumn as a minimum):

R/Year 1

- Understanding of new routines
- Basic reading
- Basic maths

- PSHE
- PE/ Outdoor - This is why suncream, water bottles, caps are crucial
- Topic/ creative
- *Should be seen as a hybrid of childcare and school, with work done in 'mini groups' at children's level where necessary. If year group home learning can be followed for maths and English it will be.*

Year 6

- Understanding of new routines
- Providing closure of primary school
- Revision of some basics
- Transition to secondary – through conversations with high schools
- PSHE
- PE/ Outdoor - This is why suncream, water bottles, caps are crucial

Key Worker Bubbles

- Follow same principles as reception/ year 1.

Communication

Parents

The channels developed over the past few months will continue to be the main platforms for communication – Dojo and email. It is **vital** that the minority of parents who have still not signed up to Class Dojo do so. Unfortunately, it will not be possible to maintain our usual 'open door' policy, as I am sure that parents will understand. Communication should be kept to a minimum and staff cannot be approached, in order to keep a two metre gap between non-bubble members. We are working to develop Dojo further to allow bubble staff to communicate with parents if it is necessary.

All forms will need to be completed electronically, should any be required. This includes (in rare instances) administration of medicines in school.

If parents decide to register pupils to return, they must notify non-attendance through the normal phone call.