



The following document contains the structure and logistics of a planned, safe return to school, using Government and Lancashire County Council guidance, assimilating a larger 'bubbles' model than during summer term 2020 into the context of Moss Side Primary School. The tailored LCC risk assessment should be read alongside this and constant changes will be made as we seek to balance reducing risk from COVID-19 with creating an environment conducive to learning and positive behaviour.

### Overarching Principles

Government guidelines make clear that all pupils should return in September 2020 and that 'the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being put of school'. Staff are also deemed to 'not be at any greater risk from the disease than many other occupations'. Crucially it is now considered that 'the benefits of being back in school far outweigh the very low risk from coronavirus'.

There is a continuing understanding that 'younger' children cannot be expected to distance from one another and our working understanding is that this applies to the majority of primary school pupils following DfE confirmation. Instead, schools are asked to work through an updated system of controls:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing – the overarching principle is to reduce the number of contacts between children and staff

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.

## MINIMISING CONTACT AND MIXING

### How will bubbles work?

Each class will be a 'bubble' of their own. They will behave in a 'normal' way towards each other, understanding that they will act in an age appropriate manner. Broadly, this means that the majority of pupils will be unable to maintain social distancing of any kind and consequently the main focus is to restrict how many pupils they interact with. Some activities may be modified to reduce excessive contact between pupils (ie. no contact sports in PE). Where possible, children 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/ joint class events (such as assemblies).

Two classes will form a wider 'blob'. These blobs will have a similar timetable, share similar members of staff (where possible) and use the same shared spaces (although not at the same time as much as possible). This follows the Government request to keep groups consistent wherever possible. There is an understanding that some staff are required to work across several classes but this has been limited as much as possible.

The blobs are:

	Upper Juniors	Lower Juniors	Upper Infants	Lower Infants
Class	Y6 + Y5	Y4 + Y3	Y2 + Y1/2	Rec/Y1 + Rec
First Aid Lead	CH/AW	AK/SMcK	SG/SS/MM	VC/DS/JC

Blobs will have designated toilets to use. This may be within the traditional 'girls' or 'boys' bathrooms but every blob will have a clearly demarcated toilet. All sinks will be used by all children so as to increase the spaces where hand washing can take place and therefore increase the regularity.

Pupils within the same bubble will play together at break and dinner but stay separate from the other bubble in their blob by splitting the playground in half. The same will happen in the hall for dinners.

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

In reality, **this means that our Infant 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 and therefore classroom designs will largely stay the same as they are the

most effective for teaching. 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 adapted classrooms where possible, with less group tables if space allows, but there is not enough room to spread out or have single desks. Junior pupils will be **encouraged to consider personal space but, at playtimes in particular, this is highly unlikely to be maintained.** Any pupils who wish to keep distant at playtimes will be encouraged to use the Quiet Area but pupils will, most probably, choose to continue to mingle within their own bubbles.

Junior pupils, particularly Upper Juniors, will be expected to maintain a distance from staff where requested, particularly if they are staff required to work in a variety of bubbles.

This follows the Government's own awareness that 'for younger children the emphasis will be on separating groups'.

#### Arriving and Departing School

	Mrs Swift	Miss Jones	Mr Gilyead	Mrs Simpkins	Mrs McKenna/ Mrs Glynn	Mr Kellett	Miss Thomas	Mrs Torbett
Drop off	9.00	8.55	8.50	8.50	9.00	8.55	8.45	8.45
Pick up	3.15	3.10	3.05	3.05	3.20	3.15	3.10	3.10
Location	Infant doors	Infant doors	Infant doors	Y2 door	Y3 door	Junior doors	Junior doors	Y6 door

#### *Arrival*

- The entrance for Junior pupils and Mrs Simpkins' class will be via Front Gate. A member of SLT will greet pupils, aiming to provide a gap between different bubbles if necessary and parents will leave pupils at this point. They will walk round to their classroom door independently. Please queue along the pavement on either side of the gate, closest to the hedge, if necessary.
- The entrance for all other Infant pupils will be via the Infant gate. Pupils will queue on the markings, before entering class. Parents will leave via the gate from the playground to the car park.
- It will require parents to be considerate when bringing pupils to school and consider the importance of maintaining a distance between other families and staff.
- Only one adult should bring a child to school, keeping any other children off the premises wherever possible. It will be made clear to pupils that they should not break the 2 metre rule with members of other classes at this point of the day unless there is justifiable reason.
- Parents are encouraged to walk to school, rather than drive, by the Government during this period.

- Pupils should aim to arrive for their time and avoid being in school earlier than necessary. Should families have siblings in the Junior building (including Mrs Simpkins' class) they will be allowed to walk in together at the earliest bubble time, with any siblings due in school later waiting on the markings until their class door opens. This will be explained to pupils when they return to school in September.
- Junior cloakrooms have been adjusted so that Year 4 have the area closest to the external door and Year 3 the areas closest to the toilets.
- It may be most suitable for pupils (especially in Junior classes) to enter class before being sent to the cloakroom in small numbers, as opposed to entering the cloakroom immediately as is normally the routine.
- If childminders are required to drop off multiple pupils for the three Infant door classes, they should wait in the centre of the Infant playground (AM only), before joining the queue at the appropriate times.
- The intention behind staggered times is for queues to be minimal.
  - Infant doors to queue up along red exterior playground line, looping round towards the door (Mr Gilyead's and Mrs Swift's classes nearest car park, Miss Jones' class nearest front entrance).
  - In other classes, pupils will be shown their playground markings to queue if necessary. If pupils arrive promptly, there should be no need to queue. There will be no place for pupils to wait on site for extended periods of time and parents should ensure that they do not arrive on site too early.

#### *Departure*

- The entrance for Junior parents and Mrs Simpkins' class will be via Front Gate.
- A one-way system will be in place, with all parents and pupils leaving via the far end of the Junior playground, through the car park.
- A member of staff will be on duty to ensure pupils walking home alone travel through the car park quickly and safely.
- Mrs Simpkins' parents will wait outside the main door to school.
- Year 6 parents should space out in the Quiet Area. Please do not sit on benches.
- Year 5 and Year 4 parents should space out around the multiplication square area, leaving a distance between the fence and main door to allow a flow of traffic.
- Year 3 parents should space out in the central area of the netball court.
- Ideally, pupils and parents should leave immediately. Should siblings need to wait with parents for their brother or sister, they must stand still with them and not run around the playground. **A walkway has been created around the outside of the netball court.**
- If necessary, childminders will have a designated pick up spot on the section of the Junior playground closest to the car park (PM only). This is to stop them congregating on the Infant playground as has typically been the case. Any Infant pupils going to a childminder should be identified to staff and they will ensure they leave via the hall to this location. Junior pupils will be expected to leave swiftly and join this group. Again, they must stand still with them and not run around the playground.

- Moss Side Playgroup Club will follow the same system but will stay in the hall until they are ready to leave. They will sit on benches, in their own bubbles/ bubbles for afterschool club.
- The entrance for all other Infant parents will be via the Infant gate. Parents will queue on the markings, before their child is sent out from class. Parents will leave via the gate from the playground to the car park.

### Dinners

- Dinners will be eaten at the same time in blobs.
- Blobs will rotate – eating one week in the hall, one week in class. NB. Hopefully this will change to one week in four once the system is more efficient.
- Bubbles in the hall will sit at opposite ends, in rows, facing away from each other. Dinners will sit nearest to the hatch, sandwiches at the other end. When all pupils are finished, they will be escorted out by their welfare staff member, where they will wash hands, put on coats and sit in their place in class. As soon as the other 'blob' has left the playground, they will go outside.
- All school dinners, whether in class or in the hall, will be in the form of a hot grab bag initially. In the hall, these will be left in places for pupils to eat on first sitting and (ideally) on second as well by the kitchen staff. Grab bags for bubbles eating in class will be left in Quiet Room for Infants and on a spare table at the end of the hall for Juniors. These should be collected by the welfare member of staff and distributed.
- The kitchen team will clean between bubbles.
- Bubbles eating in class will eat in their places, with tables sanitised by class staff (or on the floor in picnic style if more suitable).
- Staff should eat dinner with their fellow blob colleagues, keeping a 2m distance. This should be within the blob areas or outside.
- Initially, should there be a first aid issue one member of the blob will be available to deal with this over dinner (should the welfare member of staff be dealing with something else).
- At break, one member of blob staff should be on duty on the playground and one member of blob staff on first aid inside. This would make most sense not be a teacher or TA working together after the break, so that pupils can be sent in to wash hands at the end with somebody inside to supervise.

### Resources

- Resources will be shared within bubbles again as usual. Cleaning of items will take place more regularly where possible or items left to decontaminate.
- Items used by different bubbles must be cleaned before they are used by another or left to decontaminate for 72 hours.
- Infant pupils will use a named writing pencil.

- Junior pupils will have their own stationery. They can bring in a small pencil case from home, if not it will be supplied (all pencil cases will be stored in trays or chair bags). Pencil cases should be left in school, not carried backwards and forwards. All pupils will be given (unless they already bring from home):
  - School writing pencil
  - Rubber
  - Short ruler
  - Small selection of coloured pencils
  - Enclosed pencil sharpener
  - *Class teachers may choose to add to this list and pupils may bring in addition colouring pencils or felt tips of their own to be used at the teachers discretion. Please remember, no Sharpie pens in school.*

#### Key Elements of the structure of the day

- Limited items brought in by pupils (bags with reading books, homework etc – bottles, coats, sunhats, snack). No toys should be permitted. Suncream should be applied before the start of the day if necessary.
- Year 5 and 6 pupils may bring a small bottle of sanitiser to be stored in their tray or chair bag. This should only be used by the pupil themselves and ideally labelled with their name.
- An electronic register will be taken so that no physical registers are passed between bubbles and the office.
- Regular handwashing intervals are factored in. These may take the form of sanitising before there is a suitable time to wash hands without congestion at sinks. Points when one or both methods will be employed are: immediate entry to school, after play and before and after eating.
- A 'walk on the left' system will be encouraged in the Juniors and the central part of school.
- Most elements of the timetable can begin from the first week back, although some blobs may choose to use staff in a slightly different way to begin eg. for assessment. Miss Clarkson's PE will start w.b. 21.09.20

### **REGULAR CLEANING OF SETTINGS**

#### Cleaning

A cleaning schedule has been created to support regular cleaning of spaces around school. Classroom staff will continue to have access to cleaning products to clean spaces and/or resources during the day where necessary and when possible, within the restrictions of a school day. They should ensure that all tables are cleaned at least once during the school day.

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

### **HYGIENE**

- One pupil at a time, per class, to visit the designated toilet in lesson times to reduce the need for other bubbles to mix.
- 'Catch it, bin it, kill it' reiterated to the children. Tissues available in classrooms.
- Bins emptied daily.
- Classroom resources cleaned more often than before where possible.
- Trim trail and tyres to be put on a weekly rota basis for each bubble (allowing 2 days to decontaminate).
- Cleaning of shared resources before a different blob use.
- Rooms well ventilated where possible.
- Regular hand washing intervals.
- Hand sanitiser used regularly if washing hands at sinks is not an option.

### Clothing

- The uniform policy should be adhered to again with regular cleaning of clothes.
- PE kit to be worn on PE days to stop the need for changing. All pupils will follow Junior PE (jogging pants and trainers).
- Pupils are not to wear masks as it is deemed by Government guidelines to be counter-productive to do so.
- Bags can be brought by pupils to carry essentials only ie. no toys

### **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 and **siblings should isolate as well until a test is undertaken.**

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.

### **ADDITIONAL CONSIDERATIONS**

### Curriculum

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What the children need to learn, and what they can be taught, will continue to be disrupted by the ongoing situation but we aim to return as closely as possible to normal. The focus must be returning to school in a calm, safe manner and revise behaviours and routines with pupils. The initial priorities have been identified and may mean a temporary adaptation of other subjects in order to recover the gaps in these areas:

- Reading – phonics + sight recognition & comprehension core skills from previous year
- Writing – core skills from previous year
- Maths – core skills from previous year
- PSHE – return to school and dealing with COVID
- PE – health and fitness of pupils

Initially, all PE should be outside until a full review of the suitability of the hall can take place. Music lessons should be delayed until further guidance re. singing and playing wind/brass instruments is delivered.

#### Communication

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.

SLT will return to being present outside, but within a clearly demarcated zone. Where possible, parents should not come into the buildings for meetings and must pre-arrange visits.

#### Safeguarding

Procedures will return to normal, although social distancing will be maintained where possible.

#### Home Learning

There will be a full plan in place by the end of September to support learners from home should school or bubbles close. Any pupils currently isolating will be supported as best they can by the class teacher, although pupils missing the start of term should be aware that staff will need to focus on bedding in new arrangements before they will have the capacity to support home learning.

#### Bikes and Scooters

Where possible, these should be avoided (walking is preferable). If required, Juniors may leave bikes on the field near the trim trail.