



KEYINGHAM PRIMARY

Coronavirus (COVID-19):
Full Opening Plan

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Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

The aim of this plan

This document outlines our plans to welcome back all pupils in September and the measures that will be put in place to ensure our school community is safe and supported.

This is a live document that will be reviewed by the Headteacher in conjunction with other key stakeholders as and when the situation develops.

Returning to school in September

Plans and preparations for welcoming all pupils and staff back to school are formed by the Leadership Team, with support from TCAT central Services Team; however, the governing board retains the responsibility for key decisions and the school's plans will be shared with the board before pupils and staff members return.

We will always work closely with:

- Parents, staff and recognised unions when agreeing the best approaches for the school's circumstances.
- TCAT and the LA to determine what services are required and agree any specific arrangements during this period.

Opening the school

On Wednesday 9 September 2020, following the completion of relevant risk assessments, we will be welcoming back pupils in all year groups.

In welcoming all pupils back, we will be minimising the number of contacts that each pupil has during the school day, as part of implementing the DfE's system of controls outlined later in this plan to reduce the risk of transmission.

Risk assessments

Our risk assessment will be revisited and updated before the school opens in September, to consider additional risks and control measures and ensure the safety of all pupils and staff. We will consult with staff as part of the assessment, to ensure everyone's needs are understood and accounted for. Sensible and proportionate control measures will be implemented to reduce the risk of transmission to the lowest reasonably practicable level.

Pupil 'bubbles'

Consistent 'bubbles' will be used to ensure the risk of transmission is reduced. We will increase pupil bubbles to the size of their full class, where possible. If this is not possible, e.g. if the use of small groups would restrict the normal operation of the school or the quality of education provided for those pupils, we will organise larger groups instead.

The following control measures will be implemented to ensure bubbles are kept separate from one another whilst at school:

- Large gatherings, such as assemblies, will not take place and will instead happen in classrooms, on a staggered timetable.

- Timetables will be organised to ensure bubbles are kept apart and movement around the school site is kept to a minimum.
- Separate classroom areas will be used for different bubbles.
- Break and lunch times will be staggered.
- Start and finish times will be staggered, to avoid large gatherings outside the school.

Staffing arrangements

An audit of all staff will be conducted to assess who is able to return to school. This audit will be reviewed on a continual basis to establish whether the circumstances of any staff member have changed.

To ensure those who have previously been shielding can return to school safely, the Leadership Team will hold conversations with relevant members of staff to agree on appropriate arrangements.

Risk assessments will also be conducted to account for the new protective measures in place and ensure the school is safe for all members of staff to return to.

To allow us to welcome back all pupils, we will look at altering the way in which we deploy staff and consider using staff more flexibly. In doing so, we will ensure unnecessary and unmanageable workload burdens are avoided by reviewing existing practices and making changes where appropriate. Any changes to staff roles will be discussed and agreed with the individuals concerned.

If, after having pursued all the immediate options available, we still have concerns about our staffing capacity, we will liaise with TCAT to discuss other options.

Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. Support staff may also be deployed to lead learning in bubbles, under the direction and supervision of a qualified and nominated teacher, where possible. We will ensure that the member of staff has the appropriate skills, training and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with them in advance of any changes being made.

We will ensure appropriate support is available for pupils with SEND by deploying support staff and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.

Staff members and pupils classed as clinically extremely vulnerable or clinically vulnerable

Pupils and staff considered clinically vulnerable can attend school.

Pupils and staff who are considered to be clinically extremely vulnerable, and received a letter advising them to shield, have been advised that they can return to work and school from 1 August, provided they maintain social distancing.

We will consider how we can be flexible in how members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable can attend school.

Where an individual has been advised to remain at home by their GP or other medical professional, we will support them to continue working or learning from home.

We are aware that individuals from BAME backgrounds are disproportionately affected by coronavirus; therefore, we will be taking action to safeguard at-risk members of the school community and listen to, discuss, and act on their concerns.

Before and after school provision

Where possible, we will resume all wrap-around care from the start of the Autumn term. We will consider how such provision can operate alongside our wider protective measures, including keeping pupils within their bubbles/phase groups where possible.

Reluctance to return to school

All pupils who are not self-isolating or complying with clinical and/or public health advice to stay at home are expected to attend school.

If staff members or parents of pupils with significant risk factors are concerned, we will discuss these concerns with them individually and provide reassurance of the measures in place to reduce the risk in school. We will try, as far as practicable, to accommodate additional measures where appropriate.

Infection control

The school's Infection Control Policy will be implemented as appropriate.

Following the completion of a risk assessment, we will work through the DfE's system of controls and adopt measures that address the risks we have identified.

Individuals who are unwell

To minimise contact with individuals who are unwell, we will ensure anyone who has symptoms of coronavirus, lives with someone who does, or has tested positive within the last seven days does not attend school.

If anyone becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal taste or smell, they will be sent home and advised to self-isolate, and arrange to have a test to see if they have coronavirus.

If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on their age and needs, with adult supervision if required. A window will be opened for ventilation. If the pupil needs to use the bathroom during this time, they will be required to use a separate bathroom, which will be cleaned and disinfected before being used by anyone else.

Any members of staff who have helped someone with symptoms, and any pupils who have been in close contact with them, will not be asked to go home and self-isolate unless they develop

symptoms themselves, the symptomatic person subsequently tests positive, or they have been required to do so by NHS Test and Trace.

To meet our duty to engage with the NHS Test and Trace process, we will ensure that staff members and parents understand that they must be ready and willing to:

- Book a test if they, or their child, are displaying symptoms of coronavirus.
- If they, or their child, were to test positive or contacted by NHS Test and Trace, provide details of anyone they have been in close contact with.
- Self-isolate if they have been in close contact with someone who develops symptoms of, or tests positive for, coronavirus.

We will ask parents and staff to inform us immediately of their test results. If a pupil or staff member tests negative, they feel well and no longer have symptoms, they may return to school. If they test positive, they will be asked to self-isolate for at least seven days and return to school only once they do not have symptoms other than a cough or loss of sense of smell or taste.

If we are informed of a positive test result, we will contact our local health protection team (HPT) as soon as possible. We will work with the local HPT to understand the action we need to take – this includes sending people home if they have been in close contact with the confirmed case, based on advice from the local HPT. The situation will be monitored closely, and parents will be advised of our plans via the School Gateway app.

To prepare for this possibility, we will be keeping a record of all pupils and staff members in each group, and any close contact that takes place between pupils and staff in other groups.

Increased hygiene practices

Pupils and staff will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they move to another room and before and after eating. To ensure this is possible, we will:

- Make handwashing and hand sanitiser stations available throughout the school.
- Supervise the use of hand sanitiser and support pupils with handwashing if required, e.g. younger pupils or those with complex needs.
- Build these routines into school culture and support them through behaviour expectations, ensuring younger pupils and those with complex needs understand why they must follow them.

We will continue to promote the 'catch it, bin it, kill it' approach and ensure there are enough tissues and bins available to support staff and pupils to follow this routine.

Enhanced cleaning measures

Prior to our phased reopening, we developed an enhanced cleaning schedule that was implemented as the school reopened to more pupils and staff. This schedule has been reviewed and adapted to ensure the thorough cleaning of rooms, shared areas, and frequently touched surfaces and resources.

Pupil groups will not be allocated their own toilets; however, all toilets will be cleaned frequently and thoroughly.

Equipment and resources

Classroom-based resources, such as books or games, will be used and shared within pupil groups. Pupils and members of staff will be permitted to take shared resources home, but only where this is deemed beneficial to pupils' education and development.

Resources that are shared between groups, such as art and science equipment, will be cleaned thoroughly and always between use by different bubbles.

Staff and pupils in Years 1 to 6 will be provided with their own stationery in September. These resources will remain at school and stored safely to reduce the risk of transmission. Pupils will be asked to limit the amount of equipment they bring to school to essentials only, such as lunch boxes, coats, book bags & PE kit.

The use of outdoor play equipment will be monitored to ensure good hygiene practices are in place before and after use.

Social distancing

Social distancing will be maintained wherever possible. When the school opens fully, the following social distancing measures will be implemented:

- Pupils will be kept in consistent bubbles to reduce the risk of transmission and limit the number of contacts for individuals.
- Adults should maintain a two-metre distance from each other and pupils, where possible.
- Where a two-metre distance is not possible, staff should avoid close face-to-face contact and minimise the time spent within one metre of anyone, unless supporting pupils who have complex needs or who need close contact care – this should be provided as normal.
- Pupils who are old enough should be supported to maintain distance and not touch staff and their peers where possible.
- Pupils will be seated side-by-side and facing forwards – any unnecessary classroom furniture will be moved to facilitate this.
- Pupils will be kept in their bubbles for PE. Contact sports will be avoided, and sports equipment will be thoroughly cleaned between each use by different bubbles.
- The use of outside space will be maximised to support the delivery of the curriculum.
- Assemblies will be limited to one bubble at a time and will take place in classrooms or 'virtually'.
- The school timetable will be modified to ensure bubbles are kept apart and movement around the school is minimised, and to avoid creating busy corridors, entrances and exits.
- Break and lunch times will be staggered.
- Shared staff spaces will be adapted to ensure staff can maintain an appropriate distance from each other.
- Start and finish times will be staggered to avoid gatherings on the playground and a one-way system will be in operation to support safe movement around the school site at these times of the day.

- Parents will not be permitted to come onto the school site without an appointment.
- Staff can move between bubbles but should continue following the school's social distancing measures as much as possible.

The use of PPE

In line with current government guidance, in the case of enhanced local restriction being put in place, staff can choose to wear a face covering when on duty in social areas and/or a visor if they feel it appropriate but not if it impacts negatively on their ability to deliver learning, ensure calm and safe climate or support to class or individual learners. These must be provided by the individual member of staff for their own use (updated 26.08.2020)

PPE will be used by staff where:

- An individual pupil becomes ill with coronavirus symptoms while at school and a two-metre distance cannot be maintained from them.
- A pupil already has routine intimate care that involves the use of PPE.

If any pupil or member of staff arrives at school wearing a mask, they will be asked to remove and store or dispose of it safely.

Behaviour expectations

Pupil behaviour

The school's Behaviour Policy, including amendments made for care and provision during the COVID pandemic, sets out behaviour expectations for pupils. We will work with any pupils who struggle to re-engage in school and are at risk of being persistently disruptive by providing support for overcoming barriers to behaviour and to help them reintegrate back into school life.

Expectations of staff

Staff will be asked to adhere to the following basic principles as much as they can:

- Do not come to work if you have coronavirus symptoms or, go home as soon as these develop (informing your line manager), and book a coronavirus test as soon as possible.
- Inform the school of your test results as soon as possible.
- Clean your hands more often than usual with running water and soap and dry them thoroughly, or use alcohol-based hand sanitiser, ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents.
- Think about ways to modify your teaching approach to keep a distance from pupils in your class as much as possible, particularly close face-to-face support (noting that it is understood that this is not possible at all times).
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', etc. This can include updating your classroom displays with posters.

- Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.

We understand that following some of the above principles will be extremely challenging, so if a staff member is struggling to follow these principles, they should speak to their line manager.

Personnel considerations

We are aware that many members of staff will have experienced an overwhelming amount of emotions during the coronavirus pandemic, whether these are related to bereavement, stress, childcare, isolation or other factors.

Prior to opening in September, staff are welcome to be involved in the planning process to ensure they feel a sense of control and are reassured of the safety measures in place.

Staff will be informed of any updates to policies or protocols surrounding sick pay, sickness absence, infection control measures and changes to their roles or working hours.

On Monday 7 and Tuesday 8 September, staff will undergo training to ensure they understand the new ways of working, e.g. in relation to social distancing and delivering the curriculum to pupils both in school and at home, as required.

We will also use this time to ensure staff training is refreshed in all relevant areas, e.g. safeguarding and health and safety.

Curriculum

To ensure all pupils are given the appropriate support to catch up and make substantial progress by the end of the academic year, we will ensure that:

1. We teach an ambitious and broad curriculum in all subjects from the start of term, whilst making use of existing flexibilities to create time to cover important missed content.
2. Curriculum planning is based on the educational needs of pupils, informed by an assessment of pupils' starting points.
3. Remote education is integrated into school curriculum planning and pupils are supported to learn from home if they need to.

EYFS

Initially, teachers will focus on the prime areas of learning, including communication and language, personal, social and emotional development, and physical development. We will work to assess and address gaps in language, early reading and mathematics. We will also consider how all groups of children can be given equal opportunities for outdoor learning.

KS1 and KS2

Our priority will be to identify gaps and establish good progress in essential areas, such as phonics and reading, increasing vocabulary, writing and mathematics. The curriculum will remain broad, ensuring the majority of pupils are taught a full range of subjects over the year.

Assessments and exams

EYFS assessments

The EYFS profile will return in 2020/2021 in accordance with its usual timetable. The Reception baseline assessment has been postponed until September 2021.

Primary assessments

The government is planning on the basis that statutory assessments will take place in Summer 2021. This means that, in 2020/2021, the following assessments will return in accordance with their usual timetables:

- The phonics screening check
- KS1 tests and teacher assessment
- Year 4 multiplication tables check
- KS2 tests and teacher assessment

Wellbeing support

Many members of our school community have experienced overwhelming emotions during the coronavirus pandemic, and one of the school's key priorities in relation to wellbeing is ensuring that everyone feels safe when we all return in September. We will all likely be experiencing a range of emotions in relation to returning to school, ranging from excitement to anxiety. We will work together to decide how to create a warm and welcoming environment which builds a sense of belonging despite the necessity of social distancing measures for all our community.

Learning

To ensure pupils' needs are met and they are able to thrive and learn effectively, we will plan the timetable around a framework that supports pupils to grow.

Staff will be available if pupils want to talk about any aspect of their learning or emotions they are experiencing.

Communication

We understand that knowing procedures and practices are securely in place which will help to alleviate anxiety and build a sense of safety and control; therefore, we will clearly communicate our plans to all stakeholders.

All staff will be informed of the school's plans and what is expected of them before they return in September to ensure they feel well-informed, involved and valued.

When staff return, it is vital that we determine how relationships and communication will be established and maintained when they are part of bubbles. As they will not be able to connect in the staff room or have informal conversations in corridors or their colleagues' classroom, we will consider how staff can stay connected with one another to avoid any feelings of isolation.

Staff wellbeing and workload

The governing board and SLT will have regard to staff work-life balance and wellbeing, understanding that some staff members may be particularly anxious about returning. We will

ensure staff are aware of the measures we are putting in place to support them and that they are involved in this process.

Educational trips and visits

We will consider domestic, non-overnight trips and visits from January, when required.

All trips will be carried out in line with protective measures, including keeping pupils within their consistent groups and the COVID-secure measures that are in place at the destination.

We may also make use of outdoor spaces in the local area to support the delivery of the curriculum.

We will follow our usual procedures and conduct full risk assessments in relation to all trips and visits to ensure they can be done safely. As part of these risk assessments, we will consider which control measures need to be used and the wider advice on visiting both indoor and outdoor venues.

Attendance

Guidance from the DfE expects all pupils to return to school in September; therefore, attendance will be mandatory from the beginning of the Autumn term.

We understand that there will be a small number of pupils still unable to attend in line with public health advice, whether this is due to them having had symptoms themselves, or because they are a close contact of someone who has had coronavirus.

We are also aware that if the rate of disease rises in the local area, pupils who were previously advised to shield may be asked to follow the same steps again until the infection rate reduces. Absence will not be penalised where parents are following clinical and public health advice.

Any pupils who are unable to attend school for the reasons outlined above will be supported to access remote education.

Whilst attendance will be compulsory from September, we will still be aware of the importance of working with pupils and their families to try and understand the reasons and anxieties behind poor attendance, rather than immediately issuing sanctions. This will include working to understand pupils' personal and family circumstances and health issues. As the school opens, pupils and their families will be reminded that it remains a safe place to continue learning.

Uniform

Pupil uniform

During the Summer term, certain uniform expectations were relaxed; however, from the beginning of the Autumn term, we expect a return to our full school uniform expectations (as shared in recent communications).

Parents will not be required to wash pupils' uniform any differently or more frequently than they usually would.

Staff dress code

We expect all staff to maintain professional standards of dress when they return to work in September. Staff will not be required to wash their clothes any differently or more frequently than they usually would.

Transitions

Pupils new to school

To support pupils who will be new to the setting, we have been in contact with them and their families throughout the lockdown period.

The following actions have been undertaken/are ongoing to support pupils as they start school:

- Information sharing with nurseries will be facilitated during the Autumn term, where this has not taken place already.
- Families have been offered opportunities to get to know the school prior to the pupil starting.
- The information we share with parents will be accessible to all through the use of Tapestry, the school website and the School Gateway app.

School leavers

Unfortunately, it was not possible for traditional leavers events to take place; therefore, we will consider ways that pupils and staff can be invited back so that they are able to say goodbye and mark this transition when it is safe to do so. We will share these plans in advance as appropriate.

Support for parents

As part of any transition, we will aim to establish relationships with pupils and their families to ensure they feel welcomed, valued, and informed.

Support for new members of staff

Line managers will contact new members of their team prior to starting in September. Induction programmes will be adapted to ensure the appropriate support is offered to new staff members.

Safeguarding

Ensuring safeguarding arrangements remain effective and updated in response to changes while the school transitions to opening fully is a key priority.

Our Child Protection and Safeguarding Policy was updated during the partial closure to include provisions for keeping pupils safe until all pupils return to school. As we move to open fully, our policy will be reviewed to determine whether it reflects the current ways of working and the requirements of 'Keeping children safe in education' (KCSIE) 2020, which comes into force in September.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.

- Our DSL or Deputy DSL are always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home, e.g. due to self-isolation, are protected when they are online.

Safeguarding training will be refreshed for all staff before the school opens fully to ensure everyone is able to respond appropriately to disclosures from pupils and identify signs that could indicate a pupil has experienced significant harm, e.g. changes in behaviour. The training will reflect the updates included in KCSIE, particularly in relation to domestic abuse and extra-familial risks including Child Criminal Exploitation (CCE), child sexual exploitation (CSE) and county lines.

KCSIE includes a particular emphasis on mental health, which will be key to support for pupils at this time. The definition of safeguarding has changed to include mental health explicitly. Staff will need specific training to support this. We will ensure staff are aware that it will take time for pupils to re-establish their relationships with staff and to process their experiences of lockdown. This means that it may take time before pupils are able to share their experiences. We must remember that just because a disclosure is not immediate, it does not make it less valid or important.

Pupils may also express any trauma they have experienced through their behaviour. We will ensure staff are aware of the link between safeguarding and mental health, emphasising that mental health issues can sometimes be indicators of abuse, neglect or exploitation.

SEND support

Assessing risks to pupils with SEND returning to school

All pupils with SEND, including those with EHC plans, will be expected to attend school from the beginning of the Autumn term alongside their peers.

The school will consider whether any pupils with SEND need specific support to prepare for the changes of routines that the return to school will involve.

Providing SEND support

Staff, including support and specialist staff, will be deployed to provide pupils with the necessary support while they remain within the required bubble groups. Any redeployments will not be made at the expense of supporting pupils with SEND.

The SENDCO, in collaboration with other key members of staff and agencies, is responsible for coordinating the school's SEND support as it opens fully. Specialist staff, therapists, peripatetic teachers and other support are allowed to move between schools to support pupils and provide interventions as usual, whilst trying to maintain a distance from other staff.

We will consider any issues related to shared transport used by pupils with SEND for journeys to and from school.

Support for individual pupils

We are aware that pupils with SEND will have had a variety of experiences. While some of our pupils with an EHC plan have been attending school for some or all of the lockdown period, others have not. There will be many pupils identified as needing SEND support who will have been learning from home throughout this period. There will also be those who were not on the SEND register before the partial closure of the school, but whose experiences during this period will mean that they are now in need of additional SEND support – we recognise that many of these pupils will be those with social, emotional and mental health (SEMH) needs.

Even within these groups, pupils' experiences will not have been uniform. To ensure pupils receive the appropriate support, the SEND team will ensure they have a clear understanding of the experiences of pupils during the closure period. This will be done in a number of ways, including speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils.

All pupils, including those with SEND, will be given catch up support to promote their progress.

Sensory issues

For many of our pupils with SEND, a key issue as they return to school will be the management and regulation of their sensory issues. Pupils that have been at school during partial closure may have become used to the site being quieter, while those who have been at home will be used to only being around a few people. Pupils will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, pupils with SEND may express their discomfort through emotional and physical outbursts. The SENDCO and other key staff will consider how this behaviour will be managed and how pupils will be supported.

Annual reviews of EHC plans

In line with local advice, the school's SENDCO has continued to conduct annual reviews of EHC plans during the partial closure period.

Procedures for local lockdown

In the event of local lockdown, we may be required to close to all but vulnerable children and children of critical workers. Parents will be informed of any changes in expectations of their children's attendance immediately via the School Gateway app.

If we are unable to open for pupils in priority groups for any reason, we will work with the TCAT and the LA to agree the most appropriate solution. If we need to offer pupils places in alternative settings, we will ensure that they and their families are informed of this as soon as possible.

Remote education

If a local lockdown occurs, or a group or small number of pupils need to self-isolate, we will offer immediate remote education to all pupils who are at home.

Pupils will be given access to high quality remote and blended education resources. The online tools we select will be used consistently across the school to allow interaction, assessment and feedback. All teaching staff will be trained to use the online tools to ensure effective use. We will develop our curriculum sequence so that it allows access to high-quality online interactions

and both online and offline resources and teaching videos and is linked to our curriculum expectations.

Expectations of pupils will depend on their age, stage of development, and any SEND.

Attendance

During the period of local lockdown, we expect vulnerable children, those with a social worker, or those who are deemed otherwise vulnerable to attend school, unless they are shielding or clinically vulnerable. For those with an EHC plan, attendance expectations will be determined following the completion of a risk assessment. If their needs can be as safely or more safely met in school, we will expect them to attend.

If a parent does not want to bring a vulnerable child to school, we will discuss with the parent and the child's social worker, if applicable, the reasons for their concerns and take steps in line with the government's guidance on vulnerable children.

Critical workers are not required to take up a school place during this time, but places will be available if they need them. We will discuss with parents who are critical workers the provision that is needed for their children.

No one displaying symptoms of coronavirus will be allowed to enter the school site.

Personnel considerations

We will ensure the wellbeing of staff is considered and discuss with them the impact of local lockdown measures.

During the period of lockdown, we will assess the staffing capacity required and discuss our needs and decisions with TCAT.

Where staff are clinically vulnerable, or extremely clinically vulnerable, we will work with staff to determine whether it would be safer for them to work from home or at school. If they are comfortable with being in school, we will ensure stringent protective measures are implemented and followed. We are aware that shielding measures may be re-enforced, and that staff may need to work from home where this is the case.

Infection control

When operating at a limited capacity, we will continue to follow the guidance described in the school's Infection Management Policy.

Food provision

If a local lockdown is enforced, we will follow government advice and work hard to ensure pupils eligible for FSM continue to receive support.

Out of School Club provision

Out of School Club provision will only operate if it can be done so safely whilst observing social distancing and hygiene guidelines.

Communication

Our plans to open and all associated procedures will be published on our website for all members of our immediate and extended school community.

Monitoring and review

This plan will be reviewed continually in line with guidance from the DfE and PHE.

Any changes to the plan will be communicated to all relevant stakeholders.