July 2020

**Full Opening Plan -September 2020**

Dear Staff,

The government have asked me to risk assess the school and plan for full opening in September for **all pupils**.

My plan implements the government’s directive and I have considered individual circumstances as well as safe arrivals and departures. I thank you in advance for your understanding and support in this action.

* Children displaying symptoms compatible with coronavirus **should not attend**and are advised to self-isolate for 7 days. Their household members should self-isolate for 14 days and engage with the **NHS Test and Trace** Process. **Keep the school informed** in line with safety procedures.
* Parents of children who are considered extremely clinically vulnerable and shielding, should work closely with the school to complete an individual risk assessment. \*

\*Guidance will continue to be reviewed throughout August in response to transition rates

**The following information outlines the plans specific to our setting:**

**Arrival and Departure:**

Risk: Large numbers of people on site; mixing of bubble.

Measure: Staggered drop off and collection time for different bubbles. Collection Points.

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Drop off time** | **Pick up time** | **Collection Point** |
| **1** | **9.00** | **3.00** | **EYFS gate** |
| **2** | **8.55** | **3.05** | **Front Door** |
| **3** | **8.45** | **3.15** | **Side Gate** |
| **4** | **8.50** | **3.10** | **Side Gate**  |

**Do not congregate** on school grounds. Please adhere to the timings to reduce the number of people on site.Please ensure **children remain with you** whilst waiting and not running around on school grounds. Thank you

Parents/Carers Protocol

* Use common sense and stay alert
* **Only ONE** parent/carer to escort a child to school, if they cannot walk to school on their own.
* **DO NOT** enter the school premises if you have symptoms.
* **DO NOT** gather at school gates and class doors – always keep a social distance of 2m
* **DO NOT** enter the building without an appointment – please sign in upon arrival
* **Do clean hands** thoroughly upon arrival and departure
* **Please ensure uniforms, water bottles and lunch boxes are thoroughly cleaned each day**
* Contact the school office **ONLY** by phone 01621 860253 or email office@darcyschool.co.uk

**If your child is not attending school or they are ill, you MUST let the school office know in the usual way.**

**In the Classroom:**

Risk: Passing on of virus in a confined space.

Measure: Classroom organisation and individual equipment provision.

* Class groups form one bubble and can mix, where necessary, for higher impact curriculum provision
* Desks and pupils will all face forwards and in the same direction. Younger pupil’s classes will continue to socially distance by activity.
* Each child will be provided with their essential personal learning equipment, clearly labelled with their name, appropriate to their year group. E.g. pencil/pen, white board, coloured pencils, ruler, protractor, scissors, rubber.

**Toilets:**

Risk: Passing on of virus in a communal space.

Measure: Each year group to ONLY use their designated toilets. Hygiene measures.

**Break and lunch Times:**

Risk: Large number of children in a communal space.

Measure: Timetabled staggered playtimes/lunch times and class group designated play areas.

**PE:**

Risk: Large number of children using communal equipment and spaces.

Measure: Timetabled outdoor and indoor PE slots; sanitise equipment before and after use; wash hands.

* Follow timetable and area plan
* Class teacher/adult in charge is responsible for sanitising universal equipment before and after use.

**Music Lessons and specialist teaching:**

Risk: Children using equipment/space from different bubbles.

Measure: Designated learning space; timetabled activity; hygiene measures

These lessons can take place providing that the adult in charge follows all hygiene measures between students and remains in their designated area.

**Medical:**

Risk: Children leaving a bubble to report to medical team; children passing on virus.

Measure: Basic first aid packs in bases; basic PPE in bases.

* No children to wander to the school office/medical room.
* General bumps and scrapes to be dealt with in the classroom by the adults in the team.
* If a child is ill or displaying symptoms of Coronavirus, staff contact the office who will put on PPE and collect the child.

**Trips, Visits, Visitors:**

Risk: Children travelling to other locations and attending other settings.

Measure: Follow hygiene guidance and risk assess thoroughly.

* Well planned and thought out visits can take place.
* Visitors to school must be timetabled and work around other school protective measures.

**Communal Areas in School (Libraries/ICT suite/Hall):**

Risk: Children from different bubbles using shared areas and resources.

Measure: Equipment and resources to be sanitized before and after use.

* The ICT suite can be used on a timetabled basis providing that the class teacher/adult in charge is responsible for sanitising universal equipment before and after use.
* The ICT suite will be out of bounds except for timetabled lessons.
* Library books should be evenly distributed around each year group appropriately and books sanitized between use.
* The library will be out of bounds.
* Assemblies will be held with no more than two class bubbles at a time. Each bubble to be seated at a distance from the other.

**Staff protocol for September opening**

* Staff/pupils to remain in **designated areas** – groups must not mix
* No whole school gatherings until further notice
* Visits and visitors must be planned and risk assessed
* Pupils to be dropped off/collected at **staggered times** as outlined
* Parents to contact the office by email or telephone **only**
* Parents must not enter the building without an appointment
* Staff/pupils to **wash hands** at the start of the day and then regularly
* Staff to regularly **clean** surfaces, toilets, sinks and resources
* Prop doors open within designated zones
* Open windows to increase ventilation
* All pupils to be issued with their **own stationary** and **front facing desk/seat**
* Reduce accessible resources to reduce cleaning required
* All **shared resources** must be **cleaned before returning** to shared areas
* Shared areas must be left clean and tidy e.g. Hall, Library and ICT suite
* Reduce the amount of soft furnishings and toys
* Protective gear to be available for medical/soiling purposes
* Individual risk assessments to be completed for identified pupils
* Lunch to be served in the hall. Children to sit at allocated tables which will be cleaned between sittings. **Class 1: 11.50, Class 2: 12.00, Class 3: 12.20 and Class 4: 12.30**
* Staff to release each other within the ‘bubble’ for breaks and lunch
* First aid to be treated by staff in the group ‘bubble’
* **Emergency First Aid** to the office only (this is the isolation area)