

Waterloo Primary School Re-opening Plan –September 2020

Please note that this plan could be subject to change in relation to Government guidance at any point.

Introduction

This plan has been created with reference to the updated government documents found in the appendix, the school's own Risk Assessment and advice and guidance from Sefton Local Authority.

This document has been shared and consulted with all staff and governors and whilst every effort has been made to ensure the accuracy of the plan, there will inevitably be alterations and changes as the plan is implemented over time.

From September 2020, **attendance is statutory**.

The expectation is that school will put in place measures to support online learning in the event of a further lockdown or if a child is unable to access school for shielding reasons.

INSET days at the beginning of term will be used for teacher training in the use of Google Suite to support further possible remote learning.

The “Bubble Concept”

The key concept in reducing the risk of transmission is for school to adopt a “bubble” approach to teaching groups. The concept of “bubbles” can be thought of as a family group. The same adults (staff members) will be working with the same group of children. Children will not be allowed to mix across year group bubbles once they are established and they will remain within these groups/bubbles for the duration of the teaching time of the school day. For the majority of time children will remain in their class group.

It is essential that social distance/contact outside school is in line with Government guidance to keep the children and staff in the “bubble” safe.

System of Controls

Prevention guidance from DfE

1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
2. All children and staff will clean their hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection

7. Engage with NHS track and trace (see separate attached letter) and book a test. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain any outbreak by following local health protection team advice.

Prevention

Government guidance (updated 7.8.20) states:

“Everyone must minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID -19) symptoms, or who have someone in their household who does, do not attend school.”

- If anyone in the school becomes unwell with a new and persistent cough, or a high temperature, or has a loss or, or a change in, their normal sense of taste or smell (anosmia) they must be sent home and advised to follow the Government guidance.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The government has increased the isolation period for anyone with symptoms to 10 days. All other members of the household should isolate for 14 days.

- If a child develops symptoms in school, they will be moved to the medical room whilst they wait for collection. They will remain 2 metres away from any other person in school – unless a staff member is wearing full PPE. Any toilet or desk space used by the child will be cleaned thoroughly before being used by another person.

Cleaning and disinfection

- Regular cleaning plays a vital role in limiting the transmission of COVID-19. All classes will receive a thorough clean daily and toilets will be cleaned 3 times each day by Premises/Cleaning staff.
- As a minimum frequently touched surfaces – e.g. door handles, light switches, work surfaces, remote controls and electronic devices will be wiped down twice each day.
- If a child moves to a different room, within the year group bubble, chairs and tables will have been wiped down prior to their use. Your child will take their school pencil case with them.

Staggered intake

Monday 7 th September 2020	New Reception children only (see new times)
Tuesday 8 th September 2020	All pupils (see new times for staggered starts and end of school day)

Arrival to and Departure from school

- Arrival to school will be strictly limited to **ONE parent** per family.
- Arrival to school will be at the designated time for the child/family from 7.9.20 and parents will maintain social/personal distancing measures and follow the signage for advice on the way to move towards entry to the school gate.
- Children from the same family should enter and leave school through the identified door at the given time. Siblings will arrive at school at the earliest entry time and leave at the latest time.
- Children must remain next to the parents and must not be allowed to mix with any other children/parents waiting to come into school.
- Other children should not be brought onto site, unless this is absolutely necessary. If this is necessary, they should at all times remain with you. Unfortunately, we do not have the capacity at this point to manage other children and you will be asked to leave the grounds if this is not adhered to.
- **No dogs can be brought onto the playground – even if carried.**

- The gate from the main road, opposite the School Office, is the entrance into school grounds. The gate from the main road, opposite the Family Well Being Centre, is the only exit into school grounds.
- Children may not enter or leave school through the School Office
- In order to ensure that there is controlled movement of pupils around school, children must remain in school for the length of the school day. It will be impossible for school staff to manage children leaving school early as other children might be moving around school in their bubble at this time.
- Parents will not accompany children past the blue double gates and **MUST** leave the grounds as soon as possible via the **one way** entrance and exit system.
- Children and staff will not have their temperature taken on entry into school. Temperatures will only be taken if a member of staff is concerned about the health of a child or adult and PPE will be worn at this time.
- School staff will err on the side of extreme caution if your child is exhibiting any symptoms e.g. persistent cough, your child will be isolated from other children at this point and sent home to access a test.
- Children will be brought outside at the end of the day, at the time for the year group for collection. Parents should be 2m apart on the front playground, following school markings. If adults are closer to each other they must be wearing a face mask. There will be staggered end of day collection times for year groups and family groups
- We ask that parents adhere to the 2m rule when dropping off or collecting children and be patient as it is likely to take longer to dismiss children at the end of the school day.
- There will be no gatherings or groups within the school gates or on the main road pavement outside school.
- If any parent needs to speak to a member of staff in their child's "bubble" this must be done via telephone rather than a face to face meeting.

Walking to and from school.

Please advise school at admin.waterloo@schools.sefton.gov.uk if your child will be walking to and from school, without adult supervision on a daily basis. This will support our end of day arrangements. This information will be passed to the classteacher.

Staggered start and end of day times

These times have not changed since the letter sent out on 13.7.20

Staggered Start Times from September 2020

Year Group	Doors Opening	Lessons start	Finish Time	Door
Reception	8.30 a.m.	8.40 a.m.	2.50 p.m.	Reception classes

Year One	8.40 a.m.	8.50 a.m.	3.05 p.m.	Year 1 door
Year Two	8.50 a.m.	9 a.m.	3.15 p.m.	Year 2/3 door
Year Three	8.30 a.m.	8.40 a.m.	3.00 p.m.	Year 2/3 door
Year Four	8.50 a.m.	9 a.m.	3.20 p.m.	Hall
Year Five	8.40 a.m.	8.50 a.m.	3.10 p.m.	Hall
Year Six	8.30 a.m.	8.40 a.m.	3.00 p.m.	Hall
ASD Resourced Base Provision	9.00 a.m.	9.10 a.m.	3.30 p.m.	Base entrance with escorts or School Office by arrangement

Please note – as already stated – if you have children in more than one year group – they will all arrive at school at the earliest start time and all leave at the latest finish time.

Your children should all use the entrance door of the earliest time and will all leave from the door of the latest child to finish school. Children waiting for siblings will remain supervised and engaged in activity in their bubble and **can not be collected from the School Office early.**

Children will line up on the school playground side of the double blue gates and will be dismissed to their parents, rather than parents accessing the school playground beyond the double blue gates.

Given the current health and safety steps necessary in school – if your child is late in the morning for their starting time – your child can not enter into the building with another “bubble”. Arrangements will have to be made with the School Office for a suitable time for your child to enter school – as all staff in your child’s year group will have started working with children. Office staff are unlikely to be able to take your child to their classroom.

Breakfast Club and After School Club

These clubs will be operating from September – but there will be **NO “drop in” facility for either provision.** All places must be booked and paid for in advance to ensure that there is appropriate staffing in place. Children will access Breakfast Club via the school hall door on the front playground and will, wherever possible, remain in their year group bubble. After School Club will also operate in the same way and children should be collected, by using the bell outside the hall. We ask for your patience when dropping off or collecting children.

Preferred method for payment will be Parent Pay. Please contact the School Office if you are having any difficulties with setting this up.

Places will be confirmed by the School Office.

Handwashing

Your child will be required to wash their hands regularly whilst in school. The children will wash their hands/hand sanitise when coming into school, before eating, after using the toilet, after play, before and after lunch and before they leave at the end of the day. If children, and staff, move to another room to work within their bubble they will need to hand sanitise or wash their hands. Any child refusing to comply with the teacher's direction for handwashing will be sent home. (see Addendum to Behaviour Policy).

Children will need to wash their hands/hand sanitise on arrival to, and upon leaving Breakfast & After School Club.

Catch it, bin it, kill it approach

Tissues and lidded bins are available in all areas to support pupils and staff in this approach. Younger children and those with complex needs will be supported to get this right. Please reinforce this approach at home with your child.

Face Masks/Coverings

Children will not be required to wear face coverings in school.

Current advice does not recommend the use of face coverings for children and staff in primary schools as they are mixing in consistent groups. Also any misuse of the face masks can increase the transmission of the virus.

Any parent, contractor or visitor to school will be required to wear a face covering in line with other public buildings when entering the School Foyer or Family Well Being Centre. These coverings can not be removed whilst in the building.

For those of you with children in Year 6 - once your child is 11 – they are required to wear face coverings on public transport, in shops, when attending hospital, dentists, opticians etc.

Addendum to Behaviour Policy

Pupils are expected to comply with the social distancing measures in place in school. Any child exhibiting behaviour which contravenes this will be sent home. This includes not following the direction of the member staff. An individual risk assessment will be required for some children – particularly if a child has complex needs. These have already been put in place for September 2020.

Toilets

These have been allocated for pupil and staff use only. No access to school toilets is allowed for anyone waiting to collect children.

Inhalers

If your child is asthmatic they should carry their inhaler with them at all times if they are in Y3 or above. School has bags for this purpose which can be allocated upon request or you might prefer to provide your child with their own, named “bum bag” which they will wear at all times.

School Uniform

Children should wear school uniform from September. Preloved uniform is available in the school foyer. Please take what you need.

P.E. kit must **not** be stored in school. Children should come into school wearing their P.E. Kit, rather than change in school on the day they are scheduled to have P.E. (see below) Children can wear a school tracksuit or dark leggings, trainers and their school sweatshirt over their kit on this day. Any named pump bags which were left in school, prior to lock down, will be sent home at the beginning of term.

P.E. sessions – children wear their P.E. Kit to school and do not get changed.

(P.E. sessions will start week beginning Monday 14th September)

Monday - Miss Robinson (6TR) & Miss McShane (2RMc)

Tuesday – Miss Marshall (4GM) Miss Au (4NA) and Mr Evans (6JE)

Wednesday – Mrs Franklin/Miss Wilson (1KF) and Mrs Kenyon (5AK)

Thursday – Mr Otten (1CO) and Miss Wilde/Mrs Maciver (5KW)

Friday – Mrs Cranshaw (3RC) Mr Donoghue (3MD) and Miss Grocott (2EG)

P.E. times for children in Reception and our ASD Provision will be confirmed as soon as the children are settled into school.

Reading Books/Book Bags

Your child should **not** bring a book bag to school and will **not** be bringing a reading book to and from school. Electronic books will be set through Phonics Bug and Oxford Owl – and additional daily reading will take place in the classrooms as books will be chosen by the child at the beginning of each week and returned on a Friday.

Sun cream & Sun Hats

Sun cream should be applied before coming into school. Each “bubble” might work outside, where transmission rates of the virus are lower. Children should also have a named sun hat which will remain their responsibility.

Classroom Expectation

- Children from Y1 – Y6 will sit at a forward facing desk, shared with another pupil. Children must not bring their own pencil cases into school. Every child will be allocated with their own resources which no other child will be able to use wherever possible. In the case of any sharing of resources e.g. these will be wiped down after use and children will need to wash their hands thoroughly.
- **No items/toys etc** should be brought in from home – with the exception of a lunch bag and a named coat.
- Tables and chairs can not be moved around the classrooms. Children must sit in the same place at all times.
- Additional rooms have been allocated to each year group bubble to support intervention. Chairs and desks will be disinfected before other children from the same bubble use the space. These intervention rooms can't be used by a different year group bubble unless they are risk assessed.
- Group activities in class will be avoided.
- Windows and doors to classrooms should be left open wherever possible to support ventilation
- Hand sanitiser is available in each classroom
- Any IT equipment should be sanitised before each session (resources provided in each room).

Pupil expectation – please discuss with your child before they come into school

Pupils can only come into school if they, or a member of their household, **do not** have COVID-19 symptoms.

When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health, safety and well being of everyone in our school.

- Arrive at school and leave at the designated time. Children who are late to school can not enter school at the time of another bubble – therefore extra effort must be made to ensure children arrive within the 10 minute window for their bubble. **If your child is late you will need to ring school and wait for a further time slot when your child can be escorted safely to their bubble.**

- Do not group together with other children/families outside on the playground before or after school.
- Use hand sanitiser when entering and leaving the school building and use soap when entering or leaving the classroom during the day
- Stay socially distanced – avoid physical contact at all times. No hugs or playing games which involve touch.
- Sit at the same table and only use the resources which have been provided for you.
- Do not share stationery or other resources with anyone unless directed to do so by an adult. If this is the case resources will be cleaned after use and children will wash hands.
- Only bring the essentials into school e.g. named water bottle and packed lunch (clearly labelled with your name in a disposal bag if preferred to a lunch box)

Movement around school

- All non-essential movement around school will be avoided.
- Main corridors have been marked with footsteps (2 m apart) and also clearly identified spacing is in place.
- Children and staff should keep to the left and walk in single file as they move to any location.

Named Water Bottle

Your child must bring a named water bottle into school with them as the water fountains will remain switched off.

Snacks

We will continue to provide toast each breaktime (20p each day). Instead of sending in 20p each day you might like to send in £1 each week. Children are permitted to bring a healthy snack into school should they wish to.

Breaktime

- All “bubbles” – apart from ASD Base provision and Reception classes, will have staggered break times. These two provisions will have separate play space.
- Children will wash their hands before and after break time.
- Children will go outside for breaks but social distancing will be encouraged as structured play games will be in place.
- Children will not be allowed to play any close contact games – including football.

Lunchtime

- School meals will be provided as normal. All children in Reception, Year 1 and Year 2 are entitled to a free school meal. It would be extremely helpful if you could look at the menu on the school website with your child as meals will need to be pre-ordered in class each day. There will be no salad bar or deli bar available at the current time. Your child might prefer a packed lunch and this can also be provided by school.

We would ask that all families complete the form for Free School Meals if eligible (even those in Reception to Year 2) as school will receive additional funding into the budget, even if your child is getting a universal free meal.

This will really help us at this time of significant increase in costs.

- School meals will be £2.30 each day and should be paid for via Parent Pay. No direct payment can be made via the School Office.
- Lunch times will be staggered.

Outdoor Areas

- Each year group “bubble” will be allocated a separate space/learning area for their use in the day. No other group of children can access this space during “lesson time”

Marking books

- Marking will be limited to avoid any virus transmission. Children will be able to self mark where possible.

Curriculum

- From the beginning of term we will be implementing a “Recovery Curriculum” which ensures that gaps in learning from the lock down period are identified and addressed. Some aspects of the curriculum will be adapted to ensure we remain COVID safe in line with guidance. Catch up intervention and additional reading will take place within each “bubble” daily.

Homework

- Homework will be set through the use of Google Classroom and children will have a school email address.

Possible future lock down/Google Classroom

- Teachers will be using Google Classroom as part of their normal teaching delivery. The class teachers will be contacting all families in the first few weeks of school to check what technology is available at home. This will enable us to request additional technology from the DfE in the case of an

enforced closure, or provide your child with a school device in the event of school closure.

- All children in the school will be allocated a school email address in the first few weeks of attendance. We will then be using Google Classroom to set homework.
- In the event of school closure – the year group staff and members of the Senior Leadership Team will communicate with your child via Google Classroom wherever possible. This will be between the normal school hours. Children and staff will be able to see each other's comments.
- Teachers in the class can view the name of a child and email address and can send messages directly on this platform. This email address should only be for use in school.
- An amended Acceptable Use Policy will be sent to you at the beginning of term.