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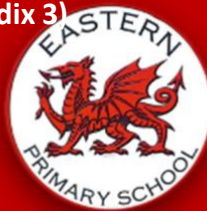
# CHECK IN.... CATCH UP!

After Lockdown back to school plan for Eastern Primary

June 29<sup>th</sup> – July 24<sup>th</sup> 2020

This recovery plan has been developed in line with the guidance provided by the Welsh Government document, 'Keep Education Safe (Operational Guidance for Schools and settings (Covid-19)' (See Appendix 1)

- <https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>
- Guidance provided by NPT Council, 'Neath Port Talbot Check in, Catch Up and Prepare for Summer and September Arrangements' has also supported the development of the plan. (See Appendix 2)
- This plan should be read in conjunction with the school's risk assessments for reducing the risk of Covid-19. (See Appendix 3)



## Rationale



*This plan is based on two main priorities*

*keeping staff and pupils as safe as possible*

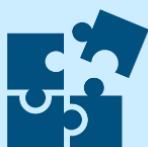
*looking after the emotional wellbeing of pupils, families and staff*

*We aim to achieve this by*

*lowering the risks associated with the spread of coronavirus as much as possible.*

*reducing the anxieties of staff, pupils and parents/carers.*

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## We plan to:

- ✓ Reduce the number of families coming into the school at the same time
- ✓ Allow the building to have three clear empty days before the next phase of families enter
- ✓ Reduce the number of staff coming into school as adults are more at risk than children
- ✓ Ensure our year 6 pupils have opportunities that can prepare them for key stage 3
- ✓ Ensure all year groups have the chance to catch up with their classmates
- ✓ Ensure siblings can attend school on the same days wherever possible
- ✓ provide support to all our pupils.

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## Who and How?

Older pupils will return to school in the first week, they will quickly grasp the new system in place in school.

Communally, our whole staff will resolve difficulties or problems which may arise, which means new school rules will soon be everyday practice. Staff can then better support younger pupils' return to school.

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## Who comes in and when?

- Year 5 & 6 will come into school the first week – [click to go to weekly timetables](#)
- Years 3 & 4 will come into school the second week
- Years 1 & 2 will come into school the third week.
- All children will then have had four days in school to check in and catch up.

*The final week we have invited all year 6 pupils in to help them with their transition to Ysgol Cwm Brombil and answer their questions and any worries about the move to their new school.*

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## Teaching and Learning at school



### What will pupils be doing whilst in school?

All pupils have 3 consecutive visits to school, 'Blended' learning may be in place for the foreseeable future;

- In school, pupils can ask questions, solve difficulties getting online or accessing HWB and learn how they can access online teaching whilst at home,
- On day 2, pupils can resolve any problems they had getting online at home.
- By day 3, continuing to teach ICT skills, pupils will learn how they can access lessons online in weeks to come.

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## Addressing Concerns for Families



### How will we share our re-opening plan and support parents during this time?

1. We will share the reopening plan with parents through text message.
2. We have set up a 'question and answer page' on our school website; allowing parents to ask questions directly, as well as read previous questions and answers.
3. School will continue to use already well-established ways of contacting parents and carers.

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## Planning for reopening



### Who is involved in the planning process?



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# Weekly Timetables

## How will each week in the last weeks of summer term be organised?

Each pupil will be given a group – the group will have their own start time and end time. Each group will also have their very own teacher! Check which group your child is in, you can see the times for each start and finish below.

### Thursday and Friday check in and catch up for year 6

| Day                      | Pupils     |                        | Staffing                   |                  |                                |                               |
|--------------------------|------------|------------------------|----------------------------|------------------|--------------------------------|-------------------------------|
|                          | Year group | Total Number of pupils | Staff needed in classrooms | Additional staff | School hub staff for childcare | The number of staff in school |
| <b>Th 2<sup>nd</sup></b> | Y6         | 15                     | 3                          | 2                | 2                              | 7                             |
| <b>F 3<sup>rd</sup></b>  | Y6         | 15                     | 3                          | 2                | 2                              | 7                             |

Group 1  
9:00 - 1:00

Group 2  
9:15 - 1:10

Group 3  
9:30 - 1:20

### Week 2 - Check in and catch up for years 4, 5, and 6

| Day                      | Pupils     |                        | Staffing                   |                  |                                |                               |
|--------------------------|------------|------------------------|----------------------------|------------------|--------------------------------|-------------------------------|
|                          | Year group | Total Number of pupils | Staff needed in classrooms | Additional staff | School hub staff for childcare | The number of staff in school |
| <b>M 6<sup>th</sup></b>  | Y4, 5 & 6  | 27                     | 7                          | 3                | 2                              | 12                            |
| <b>Tu 7<sup>th</sup></b> | Y4, 5 & 6  | 27                     | 7                          | 3                | 2                              | 12                            |
| <b>W 8<sup>th</sup></b>  | Y4, 5 & 6  | 27                     | 7                          | 3                | 2                              | 12                            |
| <b>Th 9<sup>th</sup></b> | Y4, 5 & 6  | 27                     | 7                          | 3                | 2                              | 12                            |
| <b>F 10<sup>th</sup></b> | Cleaning   |                        | Planning                   |                  |                                |                               |

Group 1  
9:00 - 2:20

Group 2  
9:15 - 2:30

Group 3  
9:30 - 2:40

Group 4  
9:45 - 2:50

Group 5  
10:00 - 3:00

Group 6  
10:15 - 3:10

### Week 3 - Check in and catch up for years 1, 2, and 3

| Day                       | Pupils     |                        | Staffing                   |                  |                                |                               |
|---------------------------|------------|------------------------|----------------------------|------------------|--------------------------------|-------------------------------|
|                           | Year group | Total Number of pupils | Staff needed in classrooms | Additional staff | School hub staff for childcare | The number of staff in school |
| <b>M 13<sup>th</sup></b>  | Y1, 2, & 3 | 26                     | 5                          | 3                | 2                              | 12                            |
| <b>Tu 14<sup>th</sup></b> | Y1, 2, & 3 | 26                     | 5                          | 3                | 2                              | 12                            |
| <b>W 15<sup>th</sup></b>  | Y1, 2, & 3 | 26                     | 5                          | 3                | 2                              | 12                            |
| <b>Th 16<sup>th</sup></b> | Y1, 2, & 3 | 26                     | 5                          | 3                | 2                              | 12                            |
| <b>F 17<sup>th</sup></b>  | Cleaning   |                        | Planning                   |                  |                                |                               |

Group 1  
9:00 - 2:20

Group 2  
9:15 - 2:30

Group 3  
9:30 - 2:40

Group 4  
9:45 - 2:50

Group 5  
10:00 - 3:00

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# SAFEGUARDING - HANDOVER



## Drop off procedure

- One parent or adult only, will bring their child or children to school.
- Children and parent/adult queue at the large red gates at the front of the school.
- Children and parent/adult queue at 2m distance markers, (just like supermarkets.)
- Children and parent/adult enter the **yellow** drop off zone.
- **Staff member #1** welcomes each pupil from a marked area (2m distance.)
- Parent pass on important information to our staff member here, if necessary.
- Children are directed to the main school door, greeted by **staff member #2**.
- Parent leaves through the small red gate at the front of the school and stands to watch children enter at an overlooking spot at the school railings.
- **Staff member #2** will ensure pupils have brought:
  - ✓ a water bottle filled with water
  - ✓ lunch
  - ✓ a mid-morning snack.



- ✓ ***A digital device such as a tablet or laptop which children can access and know how to operate***



- If all is present and correct, **Staff member #2** indicates to the parent or adult, they can leave.

- **Staff member #2** directs the children into school, greeted by **staff member #3** who is waiting to oversee handwashing – pupils are then directed to their allocated classroom.



## Exit school procedure

- Exit is at the foundation phase gate.
- Parents queue at the yellow sign, placed out by member of staff member #1
- Parents use the yellow distance markers painted on the floor outside school.
- Staff member #1 greets first parent and calls to member of staff 2 who acts as 'messenger'.
- Staff member #2 informs the group teacher that a parent or adult has arrived.
- Teacher sends the pupil out of class and then remains with the rest of the pupils, waiting at their workstation.
- Staff member #2 leads the pupil out to staff member #1.
- Adult and child leave down the hill to allow for social distancing or escorts their child across the road onto the other pavement.
- The next parent moves up and the procedure continues until all pupils are dismissed.
- If a parent has not arrived, the pupil remain in the classroom bubble and a member of staff will alert the admin officer to telephone the family.

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## Pupil safeguarding procedure

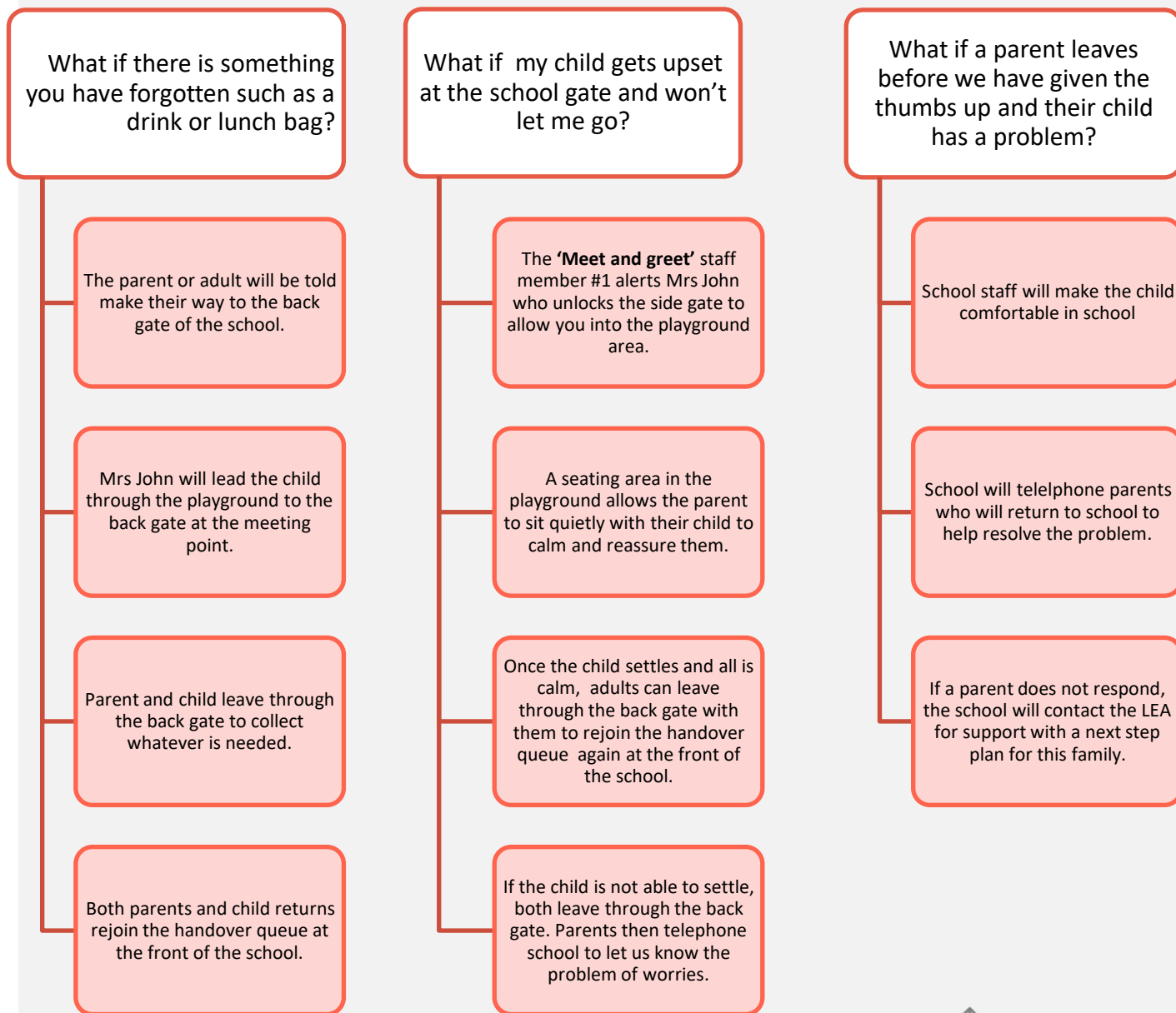
- Reporting systems remain as per annual training.
- There will be a senior member of staff on site every day that pupils are attending.
- The senior member of staff has the responsibility of reporting concerns to the head or deputy as safeguarding leads for the school.

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## Contingency plans

### What if something goes wrong?

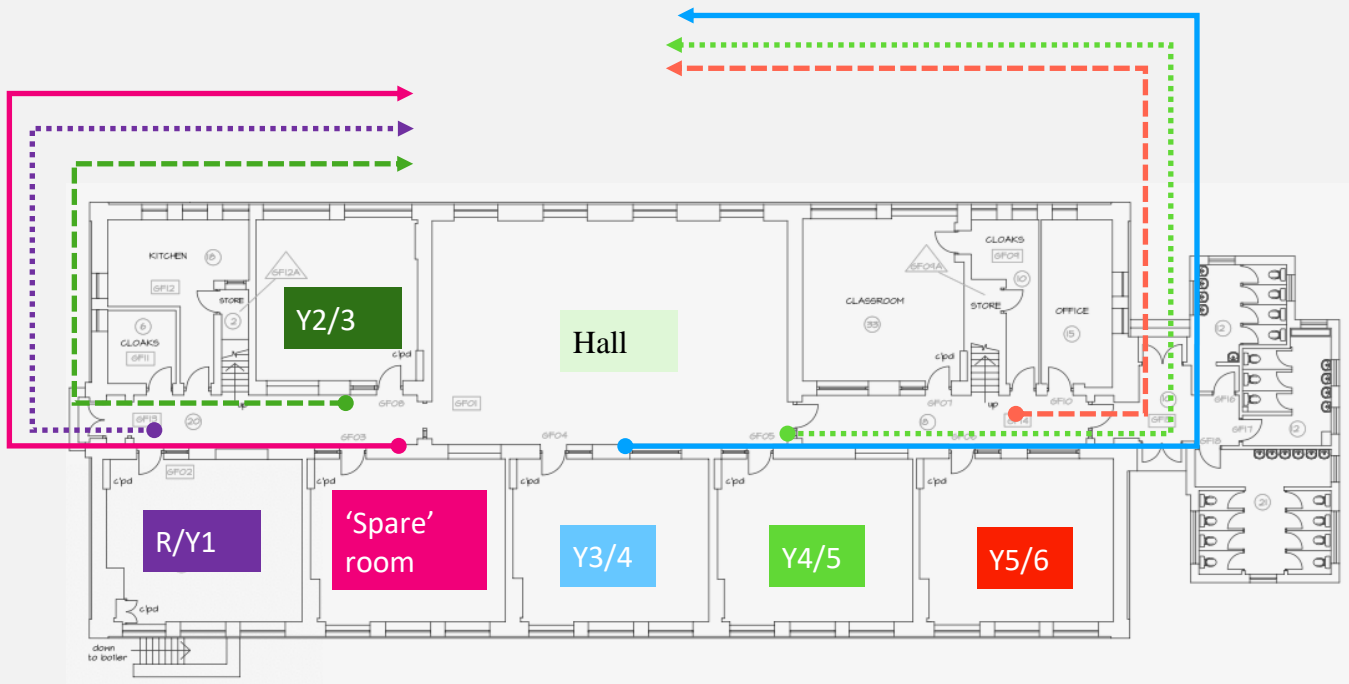


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## Fire evacuation plan

- (Fire drill to be carried out on the first day of each week until the end of term.)
- Chris John to alert emergency services and check no pupils are in the toilets.
- First aiders not assigned to class will exit the building.
- #1 moves to the center of the yard - observe pupils leaving the building
- #2 moves to the exit gate at the bottom of the yard to order pupils and unlock the gate.
- Teacher allocated to the classroom will instruct pupils to stand and, in order, directs pupils one by one out of class. Teacher follows.





#### **Y5/6 classroom** - - - - -

- Turn right out of class and through fire exit onto yard.

#### **Y4/5 classroom** .....

- Once the teacher from Stacey's class is out of the room, this teacher directs pupils to turn right and onto yard through fire exit. Teacher follows.

#### **Y3/4 classroom** \_\_\_\_\_

- Once the teacher from Natasha's class is out of the room, this teacher directs pupils to turn right and onto yard through fire exit. Teacher follows.

#### **R/Y1 classroom** .....

- Teacher instructs pupils one at a time to exit class, turn left and out through the fire door onto the yard. Teacher follows.

#### **Y2/3 classroom** - - - - -

- Teacher instructs pupils one at a time to exit class, turn right and out through the fire door onto the yard. Teacher follows.

#### **Spare classroom** \_\_\_\_\_

- Teacher instructs pupils one at a time to exit class, turn left and out through the fire door onto the yard. Teacher follows.

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### **Fire evacuation plan for Early Years Unit building**

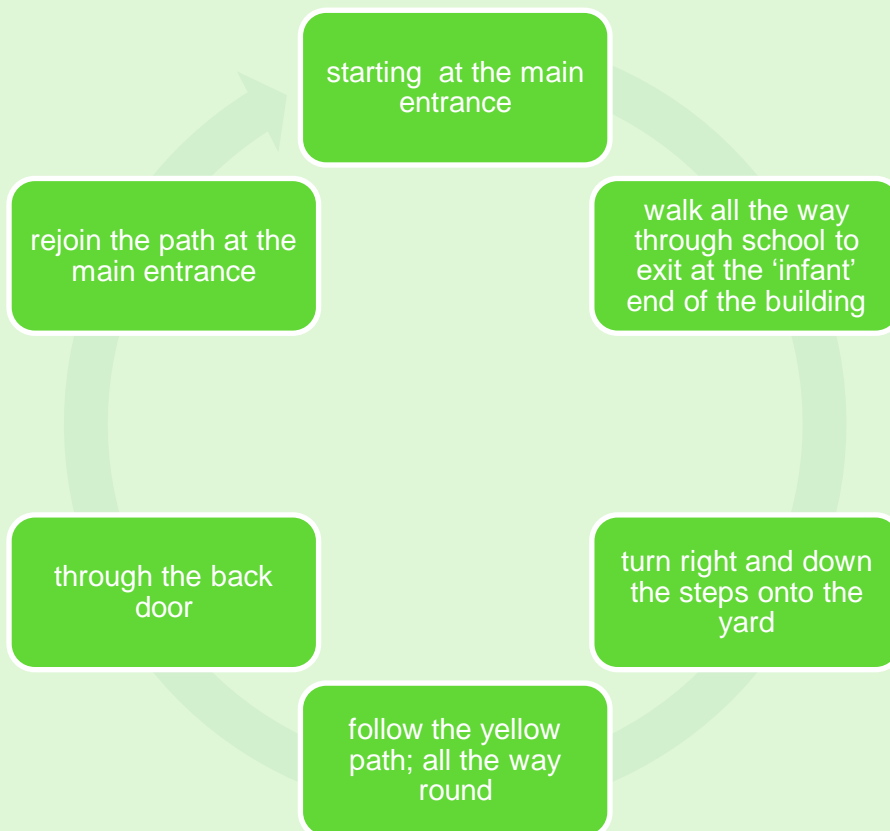
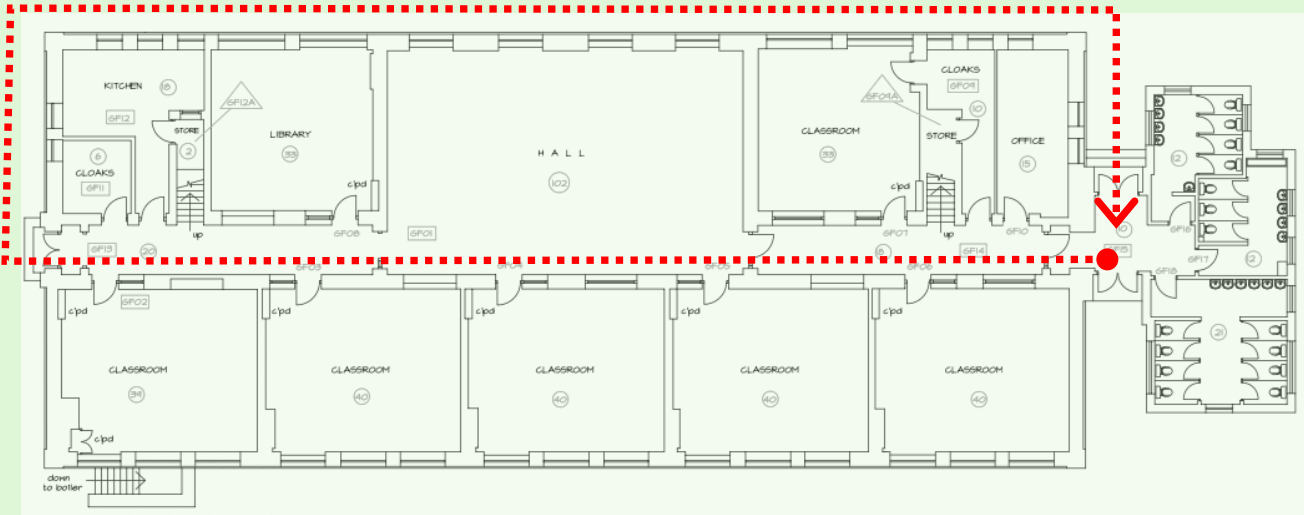
- As per normal evacuation procedures, with social distancing as much as possible.
- Pupils and staff exit classrooms through fire doors and meet at fire point in garden and exit through gate onto the grass area.

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# SOCIAL DISTANCING INSIDE SCHOOL

## How will pupils social distance inside school?

- A one-way system operates for everyone in the school –



- Pupils follow the walkway laid out on the floor.
- Clear Stopping points are marked out every 2m.
- Pupils need to wait until the next marker is free before moving on.

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# CLASSROOM ORGANISATION



Click for Risk Assessment

## What do the classrooms look like?



*Tables are sited to ensure there is 2m distance between each chair. The red lines indicate the pathway pupils will take in class to avoid entering into another pupil's 2m surrounding space.*

- Classrooms have minimal furniture.
- 6 workstations for 6 pupils in each class, 2m apart.
- Pupil's work zone is clearly marked out with tape.
- Each Teacher has an allocated work zone marked out to ensure 2m distancing.
- Pupils will learn new classroom rules and expectations.
- Pupils are based at their workstations for most of the day.



*The red lines here indicate that each child will move into the centre of the room before exiting the classroom door in the top right corner of the photograph. This is to avoid any form of 'collision' with another individual entering the classroom.*

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## BEING IN SCHOOL

### What will my child be doing in class?

- Activities to help ease any worries or concerns; lots activities to promote positive well-being.
- Catching up with friends and teachers and sharing news or interesting or funny stories!
- Learning the Importance of hygiene and why it keeps us safe.
- Learning why social distancing keeps us safe.
- Learning what learning at home and school will be like for the foreseeable future.
- Solving problems with accessing online learning.

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### What will my child need to wear to school?

There is currently no expectation for pupils to wear their school uniform, and certainly to expectation for parents to purchase anything new.

Pupils should wear sensible clothes which can be quickly washed and dried ready for another day.

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### What will happen if my child becomes distressed in school?

- Staff will do their very best to settle all pupils and make them feel comfortable, safe and happy to be in school.
- If a pupil continues to be upset and it appears, they will not be able to settle; we will contact parent so that the child can return home.


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### Is there breakfast club?

- No.
- Please make sure your child has breakfast before coming into school.
- There are two short breaks in the morning to allow the children time to have a snack you provide.
- Parents can provide snacks in their child's lunch bag. This is optional.


Unfortunately, school will not be providing fruit for children to buy at school during this time.

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### Will there be after school clubs?


- We are unable to provide any after school clubs at this moment in time.

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### How will my child receive First Aid or medication?

- If a child is injured, they will be taken to a dedicated First Aid area for treatment
- A trained first aider will put on any required PPE equipment, as set out in Welsh Government and local authority guidance.
- Parents will be contacted, and will either be asked to collect their child, or may simply be informed of the incident or injury.
- Any first aid which has been administered is logged into an online Local Authority database by the first aider.

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### Can my child wear a mask to school? Will staff be wearing masks?

- Welsh government have advised that masks are *not* required for routine classroom activities.
- If members of staff are dealing with a child with symptoms that appear relate to Covid-19, or who may need to change a child who has soiled, staff will be required to wear gloves, an apron, fluid resistant masks and eye protection.
- Non-medical face masks are only recommended where social distancing cannot be maintained.
- If children are unable to manage face coverings or masks safely this could increase the risk of transmission.
- School will not refuse a pupil wearing a face covering though we advise the parent to contact school first.

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### What should my child bring to school?

Please ensure your child only brings these items into school;

- One large or two smaller water bottles, filled.
- Packed lunch box.
- Small snack for break
- A digital device such as a tablet or laptop they can use confidently for online learning.

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## BEHAVIOUR IN AND AROUND SCHOOL

### How will school manage a situation if a child is not social distancing?

- Everyone's utmost safety is our number one priority, we are being supported by the Local Authority.
- All parents and carers have received an outline of the behavior we expect from all pupils in the school. Parents and carers will need to decide if their child can follow social distancing instructions; if they are not, which may be for a variety of reasons, then home learning is still accessible daily.
- It may be the case that we will conduct a risk assessment in order to make a decision in the interests of safety for the child, classmates and all members of staff.
- If a child puts any other child or adult at risk, parents or carers will collect the child from school and be asked instead to undertake home-learning.
- If parents or carers decide not to send their child to school, there will be home-learning lessons made available.
- There will be no fines or questions for non-attendance at school during this time.

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## HYGIENE



### Hygiene for pupils

- Children will learn handwashing is vital to stop the spread of the virus.
- Children will wash their hands regularly throughout the day; they will be reminded with an alarm every 45 minutes.
- Children have their very own bottle of hand-sanitizer at their desk which they can use when necessary.
- Children will be reminded that when they sneeze, wipe or blow their nose, the tissue used must be thrown away immediately.
- If a child sneezes in a vicinity where there are no tissues readily available in time, they will be encouraged to sneeze into their elbow area, as national advice was given many weeks ago.

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### Toilets

- The urinal in the boys' toilets will not be used.
- One cubicle will be made available in the boys' toilet and one in the girls.
- Only one child will be allowed in the toilet at any one time. This is due to the fact that staff cannot supervise any social distancing in toilet areas.
- A member of staff will be positioned in the school to monitor the use of toilets.
- We are preparing a regular cleaning routine for pupil toilets.

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## Building cleaning and maintenance

- High touch areas to be wiped regularly throughout the day by all staff
- Door leading into pupil toilets to be wedged open to avoid high touch.
- Pupil toilets to have signs to remind pupils about handwashing.
- Pupils use hand sanitizer in the reception area when coming from the toilet. This is just in case the pupil has not washed their hands properly as there is no supervision in the toilets.
- Boys urinal to be made obvious that it is not in use
- Cubicle to be used has sign
- Cubicles not to be used are clearly labelled – do not use
- Handwash at every sink – checked daily

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## Hygiene for staff

- Staff members responsible for their own regular handwashing
- Personal equipment to be stored in personal workstations.
- Staff toilets. Screen will be made up daily and placed into staff toilets for adults to use for their own personal safety measures.
- Staff toilet – signs as a reminder for wiping surfaces that have been touched
- Staff toilet signs – reminder about handwashing

















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## SICKNESS





### Pupil illness

-  Pupil is taken to the isolation room (main office)
-  Pupils in that class go into the hall to use social distance tables
-  Classroom door is closed, and no entry sign is displayed
-  First aider wearing enhanced PPE enters isolation room
-  Another member of staff observes from window and acts as messenger
-  First aider will indicate if parent needs to be contacted
-  First aider remains with pupil.
-  Parent is asked to collect the pupil immediately.
-  Parent telephones the school once they arrive.
-  First aider ensures corridor is empty to leave room
-  First aider escorts the pupil directly to front door and handover.
-  No entry sign is placed on door of isolation room.
-  First aider ensures all soiled materials and PPE are placed into the labelled contaminated waste.
-  Contaminated bags are double layer and are labelled as such with date and time.
-  Contaminated waste bags are tied up securely.
-  Contaminated bags are put into the eco garden area and left for 72 hours.

 After this time bags can be disposed of in the usual manner – large green bin.


 First aider sanitizes areas of contact outside isolation room.


 First aider washes hands thoroughly and will be sent home to change clothes and shower.


 AMS contacted for deep cleaning of classroom and isolation room.

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### Cuts, falls and scrapes

 First aider takes pupil to intervention room

 First aider uses appropriate PPE according to risks presented.

 First aid materials are disposed of using usual methods.

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### Intimate care

 Parents are to be contacted immediately to collect pupil.

#### Equipment list and storage

##### Enhanced PPE

Fluid resistant masks

Gloves

Aprons

Eye protection

Located in isolation room

Storage boxes clearly labelled

Items list provided on the inside of the lid



### General PPE

Gloves  
Aprons  
Masks

### Located in intervention room

Storage boxes clearly labelled  
Items list provided on the inside of the lid



If parents are unavailable, first aider will use appropriate PPE for changing with another member of staff present.



### What if we cannot contact parents?

- We will continue to telephone.
- Should a pupil's condition continue to worsen, we will telephone for an ambulance.

If symptoms are unrelated to coronavirus, and school cannot make contact with parents or carers, the LEA and Children Services will be contacted for next steps.

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### Staff illness

- The staff member will first ensure the children are safe and supervised.
- They will be sent home to isolate, immediately.
- Parents will be informed if the staff member has had contact with their child or children.
- Parents will also be informed if there are concerns over symptoms.

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## VISITORS TO THE SCHOOL



**Will there be any visitors, parents or others in the school building at all?**

- No.

*In order to reduce risk, no adults will be allowed into the school building.*

With very few exceptions:

- LEA officers, in order to make vital health and safety checks such as, fire alarm checks, security, and deliveries of cleaning equipment.
- The reopening plan will be agreed by the Chair of Governors and will he will need to visit the school prior to opening to assess risks and the suitability of the measures put in place.

Non-essential visits to the school will be refused.

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**What if the chair of governors does not feel that the reopen is safe for staff and pupils?**

The chair of governors will contact the LEA.

The LEA will decide on the next steps for pupils and school operation.

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### But what about...



### I have more questions. Where can I find out?



We have set up a page on the school website where parents and carers can ask questions – answers to all previous questions are posted on this page.

Click [here](#), or click the picture to visit that page.



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## Unity

Each and every one of us who are part of our school community have one goal – to provide the best education and support for your child as they grow. By working together, by helping school help you, we will succeed. Learning can and will not be locked down.

Our school rules are to ensure we are all safe, secure and confident in how we are managing the situation together. Work with us, as you always have.

Thank you, stay safe.

From all of us at Eastern Primary



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