



FULL RE-OPENING IN MARCH 2021 ORGANISATION & RISK ASSESSMENT

This plan should be read alongside the Durham Schools Risk Assessment which gives further details about some aspects.

1. GENERAL ORGANISATION

Pupils to return to wearing school uniform except on PE days when pupils wear PE kit

No longer recommended that temperatures are taken daily. Each class has a thermometer available however should a pupil feel they feel hot/have a temperature/feel unwell.

Assemblies will take place within classrooms via video or other online methods. Singing should currently not take place in classes, unless outdoors or in groups of 15 or less within a class bubble.

Photocopying be kept a minimum. Anti-bac wipes kept next to this. Staff wipe handles/keys down before and after use.

Staff to be in school (and car park) by 8.30am and leave the carpark no earlier than 3.50pm. The last class leaves at 3.40pm.

2. CLASS ORGANISATION

Classes will form a bubble. Pupils in Years 4 and 6 may mix with pupils from the other year group class for setting/joint activities/break-times, forming a year group bubble.

Wherever possible, classrooms from Years 1 to 6 will be organized so that desks are in rows and facing forward. Children will sit side by side rather than opposite each other. The Teacher's desk will be at the front of the classroom, distanced from pupil desks.

We will provide each child with a clear pencil case filled with the required rulers, pencils, erasers etc.

Classes in Years 1-6 will be timetabled to have laptops or ipads for one day. These will be cleaned at the end of the day, prior to the next class use.

Pupils will return to working in their subject exercise books as normal. These will be marked as normal by staff but ensure regular handwashing/use of sanitizer during and afterwards. Pupils to bring in the books they have been working in at home. Teachers to keep these as evidence for the full year of work and to support with assessment/identifying areas for support.

In EYFS, pupils will operate in small groups within the continuous provision as they would usually. Children will be reminded to try not to touch each other, get too close to one another but will only have contact with other children within their class bubble throughout the school day.

Reading books will be sent home on Mondays and returned on Fridays meaning they can be 'quarantined' over the weekend before staff handle them on the Monday. Other homework to be 'paperless' wherever possible. We will use Doodle Maths, Numbots/TTRS, Spelling Frame, Lexia, Readworks etc.

Children will bring in their own full water bottle and there will be no use of school water fountains by pupils. Jugs to be filled from water fountains by staff should children need a top up. Water bottles to be kept on the child's desks.

KS2 pupils may bring their own healthy snacks in for the morning. Hands to be washed before and afterwards. Some classes are eating healthy snacks outside monitored by staff

All classrooms will be neat and well-ordered with no clutter so that can be cleaned thoroughly each day. This includes the Teacher's desk and those in office spaces.

Packed Lunch boxes to be stored in the child's bag until lunchtime. If in a small separate lunch bag only, it can be stored in a designated area of the classroom and wiped down with cloth and antibacterial wipe. Packed lunches are mainly being kept in pupil bags in the cloakroom areas however.

Mobile Phones only to be brought in by Y5/6 pupils who walk to and from school. Each class to have a Mobile Phone Wallet/Folder with named sections. These to be collected by office staff when they do a morning register check and returned at the end of the day.

Any shared equipment (Science, Maths, Art etc) must be cleaned after use, before next class/year group bubble use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

3. BREAK TIMES, PE AND OTHER OUTDOOR TIME

Morning Break

Reception and Nursery each have their own yard so can stay within their class bubble during lunchtimes/outdoor times.

Each KS1 and KS2 class/year group will have their own zone on the playground and a 15-minute morning break will be staggered as follows:

Year 1 and 2 - 10.20-35am

Years 3 and 4* - 10.25am

Years 5 and 6* - 10.45am

*In years 4 and 6, the two classes within the year group will share a zone, allowing them to play/socialise with friends within the year group. The zone will be larger than a single class zone.

The grass/field areas can be used with zones for each class/year group bubble.

Staff to see Spring 2 Break Rota

Staff to continue to keep social distance from pupils as much as possible with their class/year group during break/lunch time and any other outdoor time. PPE to be taken out onto each yard at lunch/break-times in a yellow First Aid bag to be used by staff if needed when supporting a child with a fall/first aid issue etc.

A list of games which encourage social distance will be given to staff to share with their groups. If playing football and other ball games however, it is inevitable that pupils will be at a closer distance to each other at some points. This should always only be within their own class/year group bubble however.

Each class/year group will have their own resource box items will be stored in classrooms and will be sprayed at the end of every day by the cleaning staff.

We will operate a week on/week off use of KS1 Timber Trail for the Y1 and Y2 classes. A 3 week Timber Trail Rota for Years 3, 4, 5 and the gazebo and seats/tables will be allocated to Y6

Pupils will be asked to maintain social distancing within their bubbles where possible at any point of the school day when lining up.

Teachers to take their classes outside one at a time and to their allocated areas. Classes next to each other to be vigilant and ensure that they bring their groups in/out separately.

Where staff are not on duty, they can have their morning break in their classroom or in one of the allocated staffroom areas (Staffroom/Intervention Room next to HT Office/Outdoor

Classroom). Staff to ensure they maintain social distance within these staff areas and observe the maximum occupancy notices. Staff should move to another room if one staff area already full. The same applies at lunchtime.

Some teachers may prefer to stay in classrooms at lunchtimes unless indoor break.

'Maximum Occupancy' signs will be displayed in the shared staff and office areas.

Staff to be careful with social distancing within the ladies' toilets with only two using the facilities at one time and only one at a time at the sinks.

In the staff room, all cups/plates etc used by staff to be placed in the dishwasher by staff who have used them- no handwashing of these items or leaving items in the sink.

In the outdoor class each staff member to have their own designated plate, cup, cutlery. Either wash these in the sink or bring along to the staffroom dishwasher.

Staff need to stay in their year group 'bubble' wherever possible.

Masks to be worn by staff at all times when in areas of the school other than their own classroom

Lunch Sittings

Sitting 1: Nursery, Reception, Year 1, Year 2 11.30 to 12.20 (Nursery and Reception go in from 11.30am, Year 1 go in at 11.45am, Year 2 go in at 12pm (Nursery and Reception should be out by 12pm so there will be room for Year 2.

Sitting 2: Year 3 and 4 12.20 to 12.45

Sitting 3: Years 5 and 6 12.50 -1.15

Lunch Times:

Nursery, Reception 11.30 to 12.45 (lunch hall until 12pm then onto yard until 12.45)

Year 1: 11.45 to 12.55 (Lunch Hall 11.45 to 12.05 approx then on yard)

Year 2: 11.45 to 12.55 (On yard* 11.45 to 12, then into hall until around 12.20pm. Back onto yard until 12.45pm)

Year 1 and 2 to be in their own zone on the yard. These will alternate each week so each have a turn on the grass/timber trail in fine weather

Year 3 12.15 to 1.25pm Straight into hall for lunch, then back to class until Y1/2 playground free. Out on yard until 1.25pm.

Year 4 11.45 to 12.55 (yard 11.45 to 12.15 then in lunch hall 12.15/20 to 12.45)

Years 5 and 6 12.20 to 1.30 (yard 12.15 to 12.45 then in hall 12.45/50 to 1.15pm) Further time on yard until 1.30pm

NB Year 5 will be able to use toilets before going on yard at 12.20 if needed. One Y5/6 Lunchtime Supervisor to be on the yard and one in the corridor to check toilet queues and children then go straight out.

Lunchtime Organisation

Lunchtime Supervisors to wear masks both indoors and outdoors currently. Kitchen Staff to wear masks if in the dining hall.

Lunch staff will be allocated each year group bubble.

If out on yard first, children take coats out with them and then wear into hall. They put on back of their chairs or sit on these when at the table.

Year 1, 2 and 3 children keep packed lunches in bags or in class. They get these on their way into the hall.

Years 4, 5 and 6 take packed lunch bags out onto the yard with them and then do not need to return to bag/class when come into dining hall.

All children use hand sanitizer (supplied by a lunch staff member) on entry to the hall.

Lunch staff wipe down tables before use by another class/year group bubble.

One-way system and organisation for entering/leaving hall as follows:

Nursery and Reception in hall at 11.30am and leave around 12pm via the KS1 hall door. They get coats and go onto their yards.

Year 1 come into the hall at 11.45am and sit at the tables on Nursery doors side, closest to middle walk way. They leave the hall around 12.05pm via KS1 hall door, get coats if needed and then go onto yard.

Year 2 go out onto the yard for 10 minutes, taking coats if needed. They line up and come into the hall at 12pm via the KS1 hall door or courtyard hall door. They sit at the remaining tables on the Nursery doors side. They leave the hall at 12.20pm via the KS1 door and go back onto the yard.

Year 3 go into the hall for lunch at 12.10pm. They sit at tables on KS2 courtyard side. Lunch time supervisor takes back to class around 12.40pm and then onto the yard until 1.20pm (once Y1/2 are off the yard)

Year 4 go out onto the yard at 11.45am, taking packed lunches and coats if needed. They line up at 12.15pm and come into hall at 12.20pm (Year 2 to be leaving at this point) via courtyard hall door. They sit at tables on Nursery doors side. Then back onto yard for 10 minutes from 12.45 to 12.55.

Year 6 go straight onto yard once Year 4 have come into the hall. Year 5 can use toilets first then come out. Take coats if needed and packed lunches out with them. One supervisor monitoring toilets/corridors, the other on yard. Year 5 line up at 12.45pm and come into hall followed by Year 6. Year 5 sit at KS2 courtyard side, Year 6 at Nursery doors side. Back out on yard once lunch finished from around 1.10 to 1.30pm.

Children will sit a one side of the tables rather than facing each other on both sides.

Tables will be thoroughly cleaned between sittings.

To avoid use of tokens, children line up as follows:

Red Meal Group

Blue Meal Group

Green Meal Group

White Meal Group

Packed lunches

Mrs Lavelle now in hall every lunchtime to monitor behavior/noise levels/ year group transitions and support with table clearing/wiping

Indoor Break/Lunchtimes

Each child will be given a jotter to keep on desk for drawing/doodling/playing games during wet breaks. Word searches/other puzzles to be available. Children can play games on ipads/laptops if their allocated day. DVDs can be played on the interactive boards. Class board games can be used but MUST be kept within that classroom only. Staff supervision will remain the same as for outdoor breaks.

4. TOILET BREAKS FOR CHILDREN

Staff to continue with the same slots for classes as in Autumn Term: one mid-morning, one before lunch, one after lunch. Wherever possible, pupils to stick to these. For younger children,

staff to ensure that toilet is empty before escorting children from their groups to these. No more than three in the toilets at one and these **MUST** be from the same class bubble. Toilet slots to be displayed outside each toilet.

Toilet Rota to be displayed on toilet doors

Years 4-6 use KS2 toilets

Year 3 use usual KS1 girl's toilets

Year 2 use usual KS1 boys' toilets

Year 1 and Reception use usual Reception Toilets

Nursery use their usual toilets

5. DROP OFF AND COLLECTION

Teachers coming out 5 minutes earlier than drop off time so children can line up straight away and avoid congestion.

Additional staff on duty to monitor main and back gates, KS2 yard and late comers to office (staff to see rota)

We will ask that only one parent/carer collects their child. There will be staggered drop off and collection times. Plus one way system and different points of entry/exit (see map attached). Drop off/Collection times will be as follows:

Parents/Carers to observe social distancing guidance when waiting/queuing.

Nursery

Nursery gate at 8.45am for the morning session. A member of staff will take the children into the nursery classroom. If child is only in for a morning session, collected from the main office at 12.15pm.

If child in for an afternoon session, bring to the main office at 12.15pm.

At the end of the day, children collected from the Nursery gate at 3.15pm.

Reception

Bring to the Nursery Gate between 9am to 9.10am.

Collect from the Nursery Gate between 3.25pm and 3.35pm

Year 1

Bring to the Key Stage 1 yard at 8.55am. The Class Teacher will line the class up and take them into school.

Collect from the Key Stage 1 yard at 3.20pm. Parents/carers to stand at the fence and teachers will send children over one at a time.

Year 2

Bring to the Key Stage 1 yard at 8.45am. The Class Teacher will line the class up and take them into school.

Collect from the Key Stage 1 yard at 3.10pm. Parents/carers to stand at the fence and teachers will send children over one at a time.

Year 3

Bring to the Key Stage 1 yard at 9.05am. The Class Teacher will line the class up and take them into school.

Collect from the Key Stage 1 yard at 3.40pm. Parents/carers to stand at the fence and teachers will send children over one at a time.

Year 4

Mr Storrar's Class - Bring to the Key Stage 2 yard at 8.45am (a zoned area will be marked). Children will join their class line and the teacher will then take them into school.

Collect from the Key Stage 2 yard (same zoned area) at 3.15pm. Parents/carers to stand at the designated waiting area and teachers will send children over one at a time.

Mrs Dadswell's Class – Bring to the Key Stage 2 yard at 8.45am (a zoned area will be marked). Children will join their class line and teacher will then take them into school.

Collect from the Key Stage 2 yard (same zoned area) at 3.15pm. Parents/carers to stand at the designated area and teachers will send children over one at a time.

Year 5

Bring your child to the Key Stage 2 yard at 8.55am (a zoned area will be marked). Children will join the class line and the teacher will then take them into school.

Collect from the Key Stage 2 yard (same zoned area) at 3.30pm. Parents/carers to stand at the designated area and teachers will send children over one at a time.

Year 6

Mr Walsh's Class - bring to the door next to the Year 6 classrooms at 8.45am. The teacher will be on the door to let children in one at a time and direct to their classrooms.

Collect from this door at 3.20pm or pupils walk home

Mrs Baum's Class - bring children to the door next to the Year 6 classroom at 9am. The teacher will be on the door to let them in one at a time and direct to their classrooms.

Collect from this door at 3.35pm or pupils walk home

Parents/Carers will not be able to pass on messages to staff at beginning or end of school day at the drop off/collection points. Communication through Class Dojo can be used where appropriate or parents/carers can contact the school office by telephone or email to pass on messages or to arrange a phone call or face to face appointment. Parents/Carers should not visit the school office unless absolutely necessary.

Pupils will access bike/scooter racks at different times due to staggered start/finish. Gaps in racks identified so pupils maintaining distance when taking/collecting. Different racks/areas for KS1/EYFS and KS2.

Fridays:

Up until Easter, school will close to most pupils after lunch in order to give Teachers their Planning, Preparation and Assessment time. Only Key Worker pupils and vulnerable pupils will be in school during these afternoons. Collection times will be as follows from the usual places:

YN - End of morning session collection as usual

YR - 1pm

Y1 – 12.50pm

Y4 – 12.50pm

Y2 – 1pm

Y3 – 1.10pm

Y5 – 1.10pm

Y6W – 1.10pm

Y6Wise – 1.20pm

6. MOVEMENT AROUND THE SITE

Different year groups should not be in contact with each other wherever possible. This will be managed as following when moving around the building:

- Each class has its own drop off/collection point that are well separated
- Toilet visits as explained above and to be staggered. This to be organized by staff and everyone aware of their 'slots' – displayed in classrooms and next to toilets
- Staggered morning and lunch-breaks
- Staff to be vigilant at all times and stop their group and wait/retreat if encounter another group unexpectedly at any point.
- Pupils must keep to the left at all times when walking around the school. Arrows will be placed in corridors to support with this.
- Pupils not to be sent to the office/other classes for messages etc. Office staff will come to each class each morning for registers/absent pupil list and to collect mobile phone folders from Y5/6.

7. SOCIAL DISTANCING & ZONE MARKINGS

These to be added to the following areas:

KS1 fence - 2m markers along the fence from the gate (on the ground) so that parents can wait safely

Main office – 2m markers on fence from entrance to end of path

Year 6 entrance – 2m markers on the fence

Nursery gate – 2m markers on the fence

Lunch Hall – 1m markers from hatch

Zone areas on the KS2 yard for break times and drop off/collection

Bike/Scooter rack gaps

Arrows on the yard to remind parents/carers of one-way system

8. SYMPTOMS OF COVID-19 IN THE SCHOOL COMMUNITY

Should a pupil or staff member have any of the following symptoms, they must not come into school. The self-isolation guidance must then be followed for the pupil/staff member and their household members.

Current NHS guidance (as of 18/02/21)

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

When to self-isolate

Self-isolate immediately if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started
- someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test
- you've been told you've been in contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)
- you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](#)

If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, continue to follow [social distancing advice](#).

How long to self-isolate

If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.

Anyone you live with will also need to self-isolate at the same time.

You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.

The room next to the Headteacher's Office will be used to isolate a pupil displaying symptoms until they can be collected. This should be cleared of any unnecessary items to allow for thorough cleaning. An 'Isolation Room' sign to be placed on the door. The pupil will be monitored from the door by the TA (wearing PPE) from their class or an Office staff member. If a pupil with symptoms needs to use the toilet, use accessible toilet and then close this to use by others until a thorough clean can occur. Windows to be kept open in the isolation room when in use.

Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them **DO NOT** need to go home to self-isolate. They must however wash/sanitize hands if have been in contact with an affected pupil/staff member.

PPE to be worn- gloves, mask, apron should any bodily fluids have to be cleaned up and to clean the area once the pupil has left. See guidance below:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

See the Durham Schools Risk Assessment (attached) for further details plus the guidance below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Parents/carers and staff should inform school of test results immediately.

Should a positive result be given, school would contact the local Health Protection Team who would advise about the course of action, including NHS Test and Trace procedures.

Staff members to be informed if a pupil or staff member has been sent home with COVID-19 symptoms.

A record to be kept in the office of pupils/staff members sent home with symptoms so that checks can be made on length of isolation/test results before pupil/staff member returns. Year group/initials only to be recorded.

9. EVACUATION OF BUILDING

In the case of a fire or other emergency which requires evacuation, we will revert to our usual evacuation procedures (see signs in classrooms which advise of these).

Social distancing should not be a priority when evacuating as the fire/other emergency would be the immediate danger. Observe social distancing/non-mixing of bubbles when bringing classes back into school.

10. PREPARING THE SITE

Health and Safety Check of the Building

The following aspects have been checked and maintained as usual since schools closed on 20/03/20 and details are below: (SBM to add most recent maintenance dates)

- Hot and cold water systems March 2021
- Gas safety 05/05/20
- Fire safety (Extinguishers) 30/09/20
- Fire Safety (Smoke Detectors/Fire Alarm) November 2020

- Kitchen equipment (Gas) 05/05/20
- Security systems (Doors) October 2020

Cleaning and Hygiene

Soap, hand sanitizer, hot water and paper towels are available in every toilet and kitchen areas. Hand dryers have been unplugged/turned off

Hand sanitizer is available in each classroom next to the door and children will be asked to use this every time they enter the classroom (ie on a morning when come in, after visiting the toilet, after break etc). They will also be asked to use this before each break and lunchtime. We have a large supply of sanitizer and stock in classroom, toilets etc will be replenished as needed.

Children will come into classes on a morning/from break time/from lunchtime in their groups. Classes next to each other to come in from the yard separately to avoid queuing next to each other. Teacher will wait at the entrance from the yard if a queue is still apparent.

Staggered drop off times have been organized so that classes next to each other do not come into/leave school at the same time.

Hand sanitizer will also be available on a table in the hall which children coming into the hall from the yard will use before going to the serving hatch or table (if packed lunches).

Three bins in each classroom – hazardous, re-cycling and general waste

Bins with swing lids and double bags will also be in each toilet for paper towels and in the kitchen areas, Reception area and office areas for tissues etc. The office will have a separate bin for general, no- hazardous waste.

Bins will be emptied at the end of every day and taken to the outside bin store. They are large so unlikely to get full during the course of the day. If this does occur, staff member to use gloves to tie bag up (double bag). Spare bin bags will be available in the classroom.

A box of disposable tissues will be available in each classroom plus spare boxes. Staff to let office staff know when these need replenishing.

Pupils and staff will be reminded regularly to catch coughs/sneezes with tissue or elbow then wash hands. Posters will be displayed in all classrooms, toilets, communal areas and the hall.

All doors to have a door stop so can be kept open for ventilation. Windows open at all times unless the draft/temperature is not comfortable. We have no current 'runners' but if this becomes an issue, a separate RA will be put in place.

We will not use air conditioning units until we have confirmation that these are safe to use.

A cleaning schedule is attached that shows how areas will be cleaned each day/week. Cleaning schedules/rotas have been amended so that a cleaner will be in school during the

mornings/afternoons also. This will allow for a cleaning of all toilets after morning break and lunchtime plus the staff break areas. It will also need to include the cleaning of outdoor play classroom boxes and the intervention room tables (both after lunch and end of school day due to staff break use, meetings etc). The following guidance to be followed to ensure that cleaning schedules meet all requirements:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Gloves and anti-bacterial wipes will be provided in each classroom in case a pupil coughs/sneezes on a surface/piece of equipment.

Any soft furnishing, soft toys and items that cannot be easily cleaned to be removed from the classrooms and isolation room.

The main office should have surfaces free wherever possible to ensure thorough cleaning can be carried out daily.

Staff toilets will have hand sanitizer in addition to soap. Anti-bac wipes plus a spray will also be available. Windows to be kept open.

Movement Around the School

Already covered earlier in the plan.

Staggered start/finish times, toilet breaks and morning/lunch breaks means groups stay separate. Staff will also have to be vigilant at all times and check before bringing a group in/out of classrooms, toilets and the hall.

Children to be taught to keep to the left at all times when moving round the school.

11. STAFFING

Shielding for some staff members currently in place until 31st March 2021. All other staff are now in school.

Where ever possible, staff members will stay with their class/year group only and enforce social distancing as much as possible, even with younger children. Face masks and shields are available if staff wish to wear these. A supply of aprons, gloves plus a face mask and face shields will be given to each staff member.

Staff will be advised to use PPE if dealing with a pupil displaying symptoms.

Staff carrying out First Aid will wear PPE (gloves, apron, mask). Items used will be disposed of in the hazardous waste bins as usual.

Our arrangements for drop off/collection prevent wherever possible any contact with parents/carers. Staff will be told that they are within their rights to ask a parent/carer to maintain a 2m distance should attempt to come closer. Any parent/carer not following this advice will be contacted by the HT/DHT.

Separate RAs will be drawn up for staff working with SEND pupils who require 1:1/close proximity usually.

We are currently only using our usual regular supply staff who tend to only work in our school.

All staff meetings are now via Zoom until further notice. Parent/Teacher meetings will also be held via Zoom or through telephone calls. The same applies to meetings with other agencies.

Our Parent Support Advisor will work in school again from 8th March. They will work in the Intervention Room, unless needed for isolation and windows/doors to be kept open. At least 2m distance to be maintained with all pupils worked with.

Music Tuition Teachers will also return to school from the 8th March and follow the same procedures as above, wearing masks also if wish to. Music Lessons will take place in the outdoor classroom and windows/doors to be kept open here too.

The vast majority of staff are carrying out lateral flow tests at home every Sunday and Wednesday night. Positive results are reported immediately to the Headteacher and a PCN test book to confirm. The class will need to self-isolate in this case, in addition to any other close contacts.

12. PRACTICAL STEPS TO REDUCE RISKS (ASPECTS NOT ALREADY COVERED EARLIER IN THIS PLAN)

Children will be reminded about handwashing, not touching face and other hygiene precautions daily. Posters relating to this are displayed around school.

Separate RAs will be carried out for any pupils who currently have potential for close proximity/Team Teach being needed.

Essential visitors to school should only come in contact with Office staff and at a 2m distance. They may need to be escorted around school and will need to wear a mask. They will be asked to use hand sanitizer on entry and exit. Office staff to sign visitors in to avoid multiple contact with sign in book and pen.

With regards to deliveries, only essential items are ordered by the school. Office staff will take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area.

On decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store.

School Meals provider has completed their own RA. Kitchen staff to wear masks if in the school hall. All Lunchtime Supervisors to continue wearing masks when in the dining hall and on the yards.

PE lessons will take place outdoors wherever possible but the hall can be used if needed. Equipment must be wiped down between each class use or quarantined for 72 hours. This will be built into the Cleaning Schedule. Class Teachers to let cleaning staff know if items need cleaning – this will usually be in the form of an anti-bacterial spray.

No off-site visits to be planned yet but we can consider these in the Summer Term once we know more about national restrictions lifting. A Year 6 residential is planned for later in the Summer Term and we will await further guidance about this.

Only academic Intervention groups and before/after school child care will take place for the rest of this term. We will then look at opening up after school clubs in the Summer Term once we have further guidance about restrictions.

Year 3 swimming will not take place until further notice.

Kidz Club will follow all aspects of the Risk Assessment and Organisation that apply to their setting and have their own specific Risk Assessment also.

Safe removal of face coverings - Staff and pupils (if wear into school) instructed not to touch the front of their face covering during use or when removing them.

- Staff/ Pupils must wash their hands, dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag or other secure place.

13. SEND, BEHAVIOUR AND INTERVENTION GROUPS

Teachers and Support Staff to support pupils from the side, rather than face to face.

Individual RAs devised pupils with an EHCP/TU funding. EHCPs for pupils who are clinically vulnerable should be reviewed and discussions with GPs to take place before the child returns.

Staff members supporting pupils with additional needs may choose to wear face shields/masks if behaviour can include spitting, biting, emotional/aggressive behaviour. These staff members should also carry a small hand sanitizer with them (provided by school).

Both pupils and parents/carers will be informed of the expectations with regards to behaviour and social distancing.

Our Behaviour and Attendance policies will be followed as usual. This now includes an Addendum/additional information relating to the current situation.

Wherever possible, intervention groups will be for pupils in the same class/year group bubble. Music Tuition groups may mix pupils from one or two bubbles but are in groups of 4 or less in outdoor classroom where at least 2m distance can be maintained. Supervision by Office Staff to and from lesson.

If tables or mats used for Intervention groups, these to be wiped down afterwards due to potential use by different bubbles.

Lunchtime Intervention Groups to take place in the classroom for those pupils so not accessing a new area.

Intervention group leads to wipe down surfaces used by their group with, following their session. Cloths/paper towels and appropriate wipes to be available in each room (out of reach of children) for this purpose.

Pupils bring own pencil case to any Interventions to prevent sharing of resources.

14. FIRST AID AND PERSONAL CARE

Trained staff will continue to administer First Aid to children and comfort them as needed whilst maintaining social distance wherever possible. Health and safety procedures will be followed to protect both pupils and staff members. Personal Care Plans to be followed as usual with additional cleaning post care if needed. Staff members should use PPE when carrying out First Aid and Personal Care *ie mask/face visor, plastic apron, gloves*. See Durham Schools RA for further details

We have a large group of staff trained in First Aid, including Paediatric First Aid and training is being renewed in the usual timescales.

15. COMMUNICATING WITH STAFF AND PARENTS/CARERS

The Risk Assessment and Organisation Plans have been shared with all staff and are on the school website. A number of additional letters and reminders have also been sent to parents/carers and are on the website.

All key information is available in the 'Welcome Back' section of the school website.

16. MANAGING PUPIL AND STAFF WELL BEING AND MENTAL HEALTH

Our staff are very skilled in supporting pupils in this area and we have a HLTA who is our lead for emotional health and well being. She has a range of resources that can be shared with staff.

Emotional Health and Wellbeing will be a key focus of RSE/PSHE lessons.

Our PSA can provide 2 hours of counselling/Time to Talk to pupils each week.

All employees have access to a counselling service if required.

17. RECOVERY CURRICULUM

When children return to school in March, our curriculum is planned to ensure that we re-cap, consolidate and re-teach where necessary key concepts and learning objectives. Some assessment tasks will take place and any potential gaps will be identified. The following additional lessons and interventions are also planned:

- Year 6 will be set into 3 small Maths groups
- Year 5 will be set into 2 smaller Maths groups
- Daily 30 minute reading sessions in KS2
- Daily 30 minute Phonics/Reading sessions in KS1/Reception
- Daily handwriting/letter and number formation practice
- An additional weekly arithmetic lesson in years 1-6
- An additional weekly English and Maths skills lesson in years 1-6. Allows for additional Reading Time also.
- Lunchtime and after school Intervention for target groups of children
- Our weekly RSE/PSHE lesson will cover emotional well-being and resilience activities initially
- Visual Time-tables in every classroom to help children familiarise themselves with the routine of the school day and encourage a sense of security.
- Forest School sessions to support with social/friendship skills and getting children outdoors/away from screens
- A focus on Physical Education and outdoor play. New play equipment purchased for each class bubble.

19. REMOTE LEARNING

See separate policy. This will be used where a class bubble has to self-isolate or for any future lockdown situations.