



School Reopening Plan

St Edmund's and St Thomas' Catholic Primary

Version 7

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School Reopening Plan

Statement

So long as the coronavirus rate (r) remains below 1, the Government are looking at moving to the second step and reopening schools to all pupils in September 2020.

A Statement from the Department of Education states:

As the Prime Minister announced on the 2nd July 2020, by 1st June That in September 2020 Primary schools in England will be able to welcome back children in every year group Foundation to Year Six

The plan for primary children who are currently being taught in protective bubbles of a maximum of 15 to fully reopen to all children and young people. Social distancing has been the key stumbling block to getting all children back to school, however this has now been lifted and therefore we are no longer dependent on social distancing. The aim now is to reduce the number of transmission points by minimising contact.

The transmission rate has decreased, and the aim is that by September 2020 it will be safe for all children and young people to return to education and childcare. As a result the Government is asking schools and childcare providers to plan on that basis.

The information within this document has been collated from several Government and Public Health current publications www.gov.uk/coronavirus.

If you require any further information or wish us to attend your school to discuss any issues you may have, please do not hesitate to contact us on 0800 6128162

We are all in this together, Stay Safe

This document is designed to assist St Edmund's and St Thomas' Primary School with the planning, managing and implementing of phase 2 of the Government's plan to reopen schools fully from September 2020

St Edmund's and St Thomas' Primary School fall into each bracket below.

Nursery Setting:	
	Phase 3: School will begin welcoming back all nursery children and providing a place in September 2020
Primary School:	St Edmund's and St Thomas' Primary School will provide places for all Year Group children in September 2020
	Phase 3: St Edmund's and St Thomas' Primary School will begin welcoming back all children Key Stage 1 and 2

How are school 's College's and Further Education Establishments achieve this

<p>Resources.</p> <p>Liz D sent out staff questionnaire KL sent out Pre return questionnaire</p> <p>Confirmation of staff available for work</p>	<ol style="list-style-type: none"> 1. The Return to Work pre-questionnaire will be completed by all staff and a survey by parents will determine pupil numbers who plan to take up a place. 2. Upon receipt of the pre-questionnaire the Headteacher and SLT will ascertain which staff are able to return to work on the 15th June and in what capacity. 3. Staff with underlying health conditions who have been instructed to shield or classed as being at a very high risk of severe illness from coronavirus will continue to work from home. 4. Staff with underlying health conditions who have been classed as being at high risk of severe illness will be advised to work from home if they can. Staff who cannot work from home will take extra care in observing social distancing. Extra protective measures may need to be put in place. Example: temporary change in job role. 5. Pregnant staff can come back to work so long as they follow stringent social distancing measures where possible. If stringent social distancing measure cannot be maintained, pregnant staff will work from home.
<p>Child, Pupils, Students eligibility</p> <p>1 Achieved</p> <p>2 Achieved</p> <p>3 Achieved with Compliance</p> <p>4 Achieved</p> <p>05/06/20</p>	<ol style="list-style-type: none"> 1. Communication with each child's parent will be made via email in order to confirm that their child will be required to return to school as of 4th September 2020 unless there are exceptional circumstances 2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at the school for the term commencing September 2020. 3. Classrooms will return to capacity and will be referenced as bubbles working within PODs 4. Pupils will remain in their bubbles for the foreseeable future This is to minimise the number of people they come into contact with. Children will remain in the same bubble with the same teacher and remain in the POD for the duration of the school day ensuring contact with other PODs is minimised 5. Where a pupil is unable to attend school due to their being clinically vulnerable then remote learning will be provided but as from August most children will be able to return.

	<p>PODs</p> <ol style="list-style-type: none"> 1. Nursery (Nursery Classroom) 2. Reception (Mrs Devey's Room) Year1 (Miss Plunkett and Mrs Tyrrell's room) 3. Ground Floor 1 (traditional Y5Farrell and Y2Clayton classroom Upper Floor Y3 Sugden Y4 Claro) 4. Ground Floor 2 (Mrs Greaney's Classroom Y2 and Mrs Metcalfe's Classroom)Upper Floor 5/ 6Hannah and Y4Sharrock <p>Y6 Children will be taught in the same bubble for the <u>entirety</u> of the school day.</p>
Classroom Bubbles and Pods.	<p>We have identified bringing back Foundation, Years 1 to Year 6 will require 12 individual bubbles based on a 1.5 form entry. The school will stagger start and finish times where possible. We will avoid pupils moving from one POD to another and ensure where possible pupils do not need to move through another POD to get to the toilet. Movement along corridors will therefore be very limited to staff. We will monitor cleaning times . Staff, where possible must maintain social distancing with other staff and pupils.</p> <p>Foundation Classes and Year One: Staff members Liz Devey Beth Plunkett and Charlotte Tyrrell with respective TAs Maria Dennett Gill Morgan and Ana Glowacka will meet with children at the entrance of the bubble each morning at 08:40am, 08.50am and 9.00am respectively and return the pupil to the parent at 14:40 14.50 and 15.00 respectively. Foundation Class will have their own entrance and POD toilet. Reception 1 and Year 1 bubbles will share the POD toilets but also have their own entrances also They will not pass into any other POD's to reduce unnecessary movement around the building. Lunch will be provided in the bubble via grab bags. The same staff members where possible will teach in this class for the foreseeable future.</p> <p>Year 2: Staff members Pauline Clayton Anne Greaney will meet with children at the entrance of the Nursery Gate each morning at 08:55 am and return the pupil to the parent at 14:55 pm. Year 2 Classes are split and 2C is in Pod3 and 2G in Pod 4 due to toilet locations . Both classes will have their own entrance and POD toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in each Y2 bubble. The same staff members will teach in this class where possible for the foreseeable future.</p> <p>Year 3 and Year 4: Staff members Helen Sugden and Angela Claro will meet with children on the lower playground each morning at 08:50 am and 09:00am respectively and return the pupil to the parent at 14:50 and 15:00 respectively. Year 3 Sugden and Year 3 4 Claro bubbles will have a shared Pod entrance and POD toilet but will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the bubbles The same staff members will teach in these class where possible for the foreseeable future.</p>

Year 4 S: Staff member Claire Sharrock will meet with children on the lower playground at 09:00 am and return the pupil to the parent at 15:00. Year 4 Class will share their POD 4 entrance (main pupil entry door) and POD 4 toilet and they will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided to the 4S bubble or in the. The same staff member will teach in this class where possible for the foreseeable future Lunch will be provided in the bubbles

Year 5: Staff member Liz Farrell 5F will meet with children on the lower playground each morning at 08:40 and return the pupil to the parent at 14:40. Year 5F bubble will share their own entrance and POD toilet with the other classes in Pod 3 and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the POD The same staff members will teach in this class where possible for the foreseeable future.

Year 5/ 6 and Year 6: Staff members Sam Hannah and Jenny Metcalfe will meet with children on the lower playground each morning at 08:40 and 08:50 respectively and return the pupils to the parent at 14:40 and 14:50 respectively. Year 5/6 and Year 6 Class will share their entrance and POD toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the POD The same staff members will teach in this class for where possible the foreseeable future.

Using all the information we have collated so far together with the maximum pupil numbers a plan has been put together of where each POD will be located in the school.

These pods below are located in the main school building

Pod 1 Nursery

Pod 3 and Pod 4 Years 2 -6 classes

Pod 5 Admin and Leadership

Pod 2 is the entire infant block which is a separate building.

As of September 2020, based on the staffing levels and building survey findings it will be possible to maintain a maximum of 5 PODS across school. This allows for a maximum of 341 pupils to attend. Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of staff, minimising contact, maximising resources and developing increased cleaning regimes throughout the school day).

Classroom Layout Learning Areas

PODS

Each child will be allocated their own desk (forward facing only) (Not Pod 2 children), pencils, textbooks, etc (to avoid sharing equipment). Each child will be provided with a designated chair and desk. They will each be allocated equipment for their sole use. IPADS will be cleaned after each use with cleaning supplies provided in POD's i.e. sanitising wipes etc. Books and games etc can be shared between a POD however they will be cleaned more regularly. Equipment should remain in the POD. If removed from the POD it will be deep cleaned. Breaks may be staggered at different times and will be taken in different areas. Where possible

Removal of unnecessary furniture will allow for greater social distancing i.e. between staff and pupils then this will be considered.

Children will remain in their POD and not visit other PODS. Staff will also remain in their POD and not visit other PODS unless it is essential to do so. A means of communicating between each POD and the school office will be implemented i.e. telephone to reduce movement around the school. Essential learning resources may be taken home but will be cleaned before and after leaving the POD. We have decided where each POD is going to be located and have arranged them as follows:

POD 1 Nursery – Entrance at Nursery Back Gate Carpark, use of Nursery toilets and Nursery classroom. Fabric and soft toys have been removed as they are hard to clean and therefore not recommended. Nursery children may benefit from being in small consistent groups as they may not have the ability to socially distance. Nursery staff will ensure that they operate in socially distance areas at drop off and collection times.

POD 2 Reception Reception/Year 1 and Year 1 all located in separate block- Three separate entrance door to class bubbles, Reception/Year 1 mixed class marginally cross corridor to enter class bubble entry. Toilets are contained within Reception Mrs Devey's class as the toilets for the rest of Pod 2 ie Rec /Y1 Miss Plunkett and Year 1 Mrs Tyrrell are shared outside RecY1 classroom. Teaching space marked out within classroom to allow staff to socially distance where possible.

POD 3 – Contains class bubbles **5F 2C (G Floor) 3 /4 C and 3S (Upper Floor)**

Entrance adjacent Year 5F Classroom (formerly known as Nursery classroom door entrance). Pod 3 toilets (formerly KS2 boys' toilet now unisex). POD will be for a maximum of four classes. Teaching space marked out within classrooms to allow staff to socially distance where possible.

.POD 4 – Contains class bubbles 6M 2G (G Floor) 5/6H 4S (upper Floor)

Entrance at main entrance door, use of Pod4 toilets (formerly KS2 girls' Toilets) . Teaching space marked out within classroom to allow staff to socially distance where possible.

POD 5 – Exclusive to administrative and leadership staff. Temporary access to staff toilets for Pod 4 only.

	<p>Office staff enter via the school hall thoroughfare Staffroom accessible to office staff only.</p> <p>When a single POD toilet block cannot be provided we will limit the toilet block to a maximum number of PODs.</p> <p>Physical Education: Where possible this will take place outside for individual PODS. In the event of this not being possible the Main Hall will be used with a deep clean after each use. Equipment will also be cleaned after each use</p>
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<p>Early Years age 0 to 5</p> <p>ALL REQUIREMENTS WILL BE IN PLACE BASED ON CURRENT AVAILABLE STAFFING AVAILABILITY</p>	<ul style="list-style-type: none"> • The School will maintain normal EYFS ratios, exceptions can be made to the qualification that the staff hold in order to be counted in the ratio. However, we will use reasonable endeavours to ensure that at least half of the staff hold at least a full and relevant Level 2 qualification. • At least one member of staff must hold at least a full and relevant Level 3 qualification <p>Although small consistent groups are not required we will lo Paediatric First Aid (PFA) LizMcCombs Gill Morgan</p> <ul style="list-style-type: none"> • The requirements for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where the children are below 24 months will be met. • Establishments with children aged 2yrs to 5yrs within a setting must use their “best endeavours” to ensure one person with a full PFA certificate is on site when children are present will be met. • If the school is unable to secure a member of staff with a full PFA we will carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency Paediatric First Aid certification is on site at all times. • ok to separate groups into smaller numbers where possible.
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If St Edmunds and Saint Thomas Catholic Primary cannot achieve these PODS at any time, we will discuss options with our local authority or trust. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff as this has been deemed to meet with current guidance.

Additional protective measures

Risk Assessments

- COVID School Reopening Risk Assessment
- Teaching and Teaching Assistant Staff (COVID) RA
- Site Manager/Caretaker (COVID) RA
- Cleaning Staff (COVID) RA
- Office and Receptionist RA
- All Contractor COVID RA's

Organising POD

Refreshing the school timetable

- We will decide which lessons or activities will be delivered. Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling to enable staff to intervene where necessary.
- We will consider which lessons or classroom activities could take place outdoors. All PODS will have their own allocated outdoor space as the site easily allows for this. It will be at the discretion of the teacher to manage the use of this time but a significant proportion of learning could be outside if weather permits. Use of outdoor equipment should follow the same principles set out for individual and POD use with regular cleaning in place after each POD use.
- We will use the timetable and selection of classroom or other learning environment to reduce movement around the school.
The layout of the school building allows for good segregation between PODS. The use of individual classroom entrance and exit points in the building supports segregation. In the unlikely event of PODS needing to share entrance and exit points this will be managed through good communication, staggering with timetables when required and enhanced cleaning. Assembly sessions will not take place
- Break times may be staggered, so that all children are not moving around the school at the same time
Lunch will be taken in classrooms. The areas on site will be timetabled and space designated to each bubble for recreation. Lunchtime will be between 12 noon and 12.45 for all PODs with Reception children starting at 11.50. The hall will not be used for children's eating. The welfare staff, one attached to each bubble will bring the children to their recreation zone and return them to their bubble. They will supervise them in class in the first half of the lunchtime as they eat.
- We will stagger drop-off and collection times where possible.

Staggered Times for Start and End of School Day

Pod 1 Nursery & Y2	Pod 2	Pod 3	Pod 4
Nursery 8.45 am/3.15am	8.40/2.40 Rec/D	8.40/2.40 Y5F	8.40/2.40 Y5/6H
-	8.50/2.50 Rec/Y1 P	8.50/2.50 Y3 S	8.50/2.50 Y6M
-	9.00/3.00 Y1T	9.00/3.00 Y3/4C	9.00/3.00 Y4S
8.55/2.55 Y2C 8.55/2.55 Y2G Nursery gate			
Exit /Entry Nursery & Y2 from Nursery Rear Gate (Carpark) Y2 from rear green gate	Entry /Exit Field Gate (back of St John's School)	Entry / Exit Normal side gate onto playground	Entry / Exit Normal side gate onto playground

Pick up protocols will be in place that parents will enter school through depending on which Pod their child is in Gate All parents have been issued with this information in the parents' booklet
Staff attend to collect their classes from the various drop off point and members of SLT and admin staff support the process. The carpark which is closed with barriers at drop off is manned by Sean Williams (Site Manager) and Phil Rose

- We have considered how children and staff arrive at the school and how to reduce any unnecessary travel on coaches, buses or public transport where possible. We will ask parents and staff to avoid public transport if possible and drive, walk to school.
We will ensure via communication; parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. We will continue to advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off. If they do not have access to washing facilities advise them to use hand sanitiser. The School does not provide transport to children and we will not be using transport for the foreseeable future unless a risk assessment is previously completed.
- Pupils and staff must wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

When open:

- The Head Teacher will have non-teaching responsibility and will assume responsibility for the safe running of the school. The Head Teacher will be based in the Head Teachers Office. A culture of vigilance around the safety of staff and pupils will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.
- A member of SLT, A designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times. If any staffing issues arise, we will contact the LA along with Compliance Education for further support and guidance.
- Children will be allocated PODS and will remain within these PODS throughout the day
- Staff will remain consistent within the POD and 2 staff members will be available in each

POD throughout the day as far as staffing allows.

- Children will remain in the same place on daily basis as far as possible. Seating will be set up to allow for minimal contact between staff and pupils.
- PODS will remain in the same outdoor and classroom space allocated

Communicating

Communicating our plans to staff

- St Edmunds and St Thomas Catholic Primary will deliver the staff training to all staff before fully opening and explain/provide plans to manage the situation safely. All staff will have further individual conversations with SLT during the week commencing 07/09/20 to discuss any issues. Documentation is shared throughout the staff.
- Staff will be requested to sign to indicate they have read and understood the documents provided when required and based on any updates.
- If any staff or students feel anxious regarding returning to school appropriate communication will take place to ensure they understand the robust procedures that will be in place to safeguard their welfare.

Plans for Visitors, Parents/carers and Young People

- A poster stating that all visitors, children, parents, contractors displaying any symptoms of coronavirus are not to enter school will be displayed at all entrances
- All Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment.
- **School site will be locked throughout the day including front door (Oxford Road Entrance)**
- Parents will be asked to restrict the number of people accompanying the child to school to **one adult. Included in Parents' Booklet**
- **Parents and young people will be allocated a drop off and collection location and time.**
- Parents will be asked to refrain from gathering in large groups outside with other parents
- Meetings will take place where possible using Zoom.
- **SLT will meet regularly to review and modify if necessary systems to promote safety and manage risk**
- Parents and young people will be allocated a drop off and collection gate and time. Individual information will be provided to parents based on the POD their child is part of. This will be updated as required. Parents will be asked to refrain from gatherings of large groups outside with other parents.

Letters and phone calls to parents to ensure full understanding of measures in place will be completed week beginning 22/07/20. Systems will be trialled in principle. SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.

Cleaning, Hygiene and Protection

Documentation

- Cleaning Staff Risk Assessment Issued by Sefton Cleaning Services
- COVID School Handout
- PPE Guide and How to Put on and Remove it

	<ul style="list-style-type: none"> • MSDS and COSHH Risk Assessments for the cleaning products used. • Cleaners and welfare are to arrive and exit by Nursery Gate
Hand washing facilities	<ul style="list-style-type: none"> • We have identified the location of all sufficient handwashing facilities available within the school for both staff, children, and visitors. We have added hand sanitiser points on entrances and exit points from classrooms • ALL CHILDREN WILL BE TAUGHT HOW TO WASH THEIR HANDS and songs modelling and circle time will be used across all groups. • Each POD ideally will be allocated a designated toilet and handwashing station which is located as close to their POD as possible. • Staff, Children and visitors will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel There will be no hand driers in use • Hands must be washed on arrival at the school, before and after eating, after using the toilet and after sneezing and coughing. • Pupils will be encouraged to use hand sanitisers on entering their bubbles even after washing their hands in the toilet • Sanitisers must be used when leaving the hall after exceptional indoor PE sessions • Staff and children are encouraged not to touch their mouth, eyes or nose. • “Catch it, bin it, kill it” is encouraged • Help is available to all children and young people who have trouble washing their hands. • Where general hand washing facilities are not available hand sanitiser is provided. NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot • be provided. • CLEANERS INDIVIDUALLY DESIGNATED TO EACH POD • 3.00pm – 5.30pm <p>Pod 1 Anne O’Connell including toilets</p> <ul style="list-style-type: none"> • Pod 2 Angela Rushworth including toilets • Pod 3 Anne • Pod 4 Angela Power • Pod 5 Faith Omoregbee • Offices Staff Toilets Hall toilets Hall Faith Omoregbee • Sean Williams will liaise with Jane Ellison Sefton CI Supervisor
Toilets	<ul style="list-style-type: none"> • Each POD will be allocated a designated pupils’ toilet and handwashing station which is located as close to their POD as possible. This was determined by Compliance Education during their risk assessment. • The number of children going to the toilet at any one time will be monitored and managed following the 2 metre distance rule at all times. 2 metre distance tape will be applied to the floor • Children will be allocated a cubicle number which they shall use for all visits to the toilet Staff to manage • All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day. This will be by staff or contractors. The site manager’s hours have been readjusted to be present throughout the school’s <i>live</i> time and thus he will be able to provide a continuous cleaning regime until the cleaners arrive. He will be off site from 12 -

	1.00pm to care for a dependent
Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • When changing nappies/pad or dealing with cuts and grazes it will be good practise to have the child side on to yourself. • Where possible stand behind children when picking them up or directing them back to their desk. Teachers do not need to bend down to children's height to provide feedback to children. <p>When administering first aid or dealing with toileting accidents staff have been asked to stand to the side and avoid face to face conversations. PPE will be provided for both situations if required.</p> <ul style="list-style-type: none"> • From the 1st August staff who received a letter advising them to shield can now return to work as long as they maintain social distancing. We will endeavour to allow these staff to work remotely where possible or in a role within the school where social distancing is possible. This applies to pregnant members of staff. • In the event of First Aid or accident PPE equipment will be provided for the staff • In Reception, teachers will have a teaching space and staff will not be expected to get down to eye level with the children and will be encouraged to promote social distancing with subtlety

Reducing the risk of children mixing with other children outside their own PODs.

To prevent the risk of an outbreak we are attempting to formulate a mini "household" within school "POD" (Place of Duty)	<p>Where possible a POD will enter directly into their classroom. If this is not possible groups will be led into school on a staggered basis by their POD staff.</p> <p>Collection points will follow a one-way system as much as possible.</p> <ul style="list-style-type: none"> • We have considered a one-way circulation to keep groups apart as they move through the building. Groups will not be moving through the building at the same times. • Staggered breaks are in place to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time. • . <p>Children will only eat lunch in either their allocated POD or outdoor space The hall will not be used for children's meals.</p> <p>Grab bag Lunches will be delivered to the entrance of each bubble by an allocated member of the welfare staff.</p> <p>Children who bring their own packed lunch will store it on or under their table</p> <p>Wet break- children will remain in their bubble with bubble staff welfare. A film or other source of broadcast will be available for children to watch from their own individual seats.</p> <ul style="list-style-type: none"> • We will ensure that toilets do not become crowded by limiting
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	<p>the number of children or young people who use the toilet facilities at any one time. Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked out).</p> <p>Children with EHCP 1:1 support/behaviour needs who are in attendance will have individual risk assessments carried out by SENCo .</p>
Outside Space	<ul style="list-style-type: none"> • Staggering lunch breaks for Early Years children . They will clean their hands beforehand and enter in the groups they are already in, groups will be kept apart as much as possible. • We will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time adhering to the 2 metre rule as much as possible. • It is noted that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) • Outdoor play spaces include the field which will be zoned and three playground areas, one of which is the Reception block which has its internal play area and this will be demarcated into zones. The Nursery has its own play area • At wet break times a sedentary activity such as a film will be shown to the group. Vigilance for social distancing must be adhered to in all supervision
For shared rooms example hall	<ul style="list-style-type: none"> • Main Hall for exercise will only be used for PE lessons with bubble when wet There will be outdoor sessions where possible adhering to social distancing and with pupils wearing the same clothes they wear for school. Area will be cleaned after each bubble has used it. Children to use sanitisers on entry to and exit from the hall after a PE lesson. • Any printing requirements will be emailed to the Main Office and will then be printed by the Office staff member. This will then be placed in a sealed bag and taken to the POD after closing ready for the following day. • The staffroom is only for the use of admin staff as the area in which it has been located has been cordoned off. Facilities have been made available in all the pod for a drink for staff and fridge and microwave. The staff toilets are still accessible in the usual place to Pod 5 and Pod 4 although Pod 4 will have their own toilet from 27/09/20 • Pod 2 staff toilet is to the rear of Mrs Devey's class • Pod 3 stafftoilet si located single cubicle at foot of stairwell opposite 5F • Pod 1 has staffroom in Nursery class Pod 2 has staffroom at end of the hall Pod 3 has staffroom in Intervention room opposite 5F classroom • Pod 4toilet is new at the rear of pod 4 cloakroom They have staffroom in large intervention room opposite 2C classroom
Reducing the use of shared resources	<ul style="list-style-type: none"> • Where possible staff and children should NOT share resources. All children will have their own set of resources, that are kept on their table, overnight. Teachers will put as much as they can onto PowerPoints that can be shared from the front of the class and avoid photocopying. • All resources should remain in school to prevent cross contamination. • We will limit the amount of equipment pupils bring into school each day,

	<p>to essentials such as lunch boxes, hats, coats, books Bags are also allowed to be brought into school but should remain within their POD.</p> <ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided and cleaning of equipment will be undertaken regularly. • Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by children from another POD. Each POD will have its own PE and play equipment or a deep clean will be provided. • Children will need to bring their own water bottle into school. This will be communicated with parents clearly. • Water bottle must be provided from home and is one of only two items which can be brought into school - both will be kept on child's desk
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Adjustments to Transport where necessary

Social Distancing	<ul style="list-style-type: none"> • We will be encouraging parents and children and young people to walk to school where possible. Scooters and cycles are not permitted yet due to distancing with bike sheds and parents • Schools, parents and young people will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required • We will make sure our school transport providers, as far as possible following hygiene rules. • We will work with transport providers to ensure where possible pupils are grouped in their POD's whenever it is deemed safe to use such providers again <p>The vast majority of our children and parents do not use public transport but the school admin team will provide a copy of the guidance for parents' information if necessary.</p>
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Testing

Staff, pupils are eligible for testing	<p>Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.</p> <ul style="list-style-type: none"> • We have ascertained the location of our nearest test centre to our setting which is Bootle Town Hall Southport Town Hall and proposed mobile centres in Crosby Library Oct 20 • Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition. • Depending on the result of the test Public Health England may need to be informed. • All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process. • Public Health England may instruct that all staff and children who have been in close contact with the infected individual self-isolate for 14 days.
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	<p>So, each setting needs to prepare for this. Communication letters, work packs to support the children who now need to self-isolate, Deep Cleaning of the POD and all communal areas will be provided.</p> <ul style="list-style-type: none"> • It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply. • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. <p>School will ask parents and staff to inform them immediately of the results of any test: if they tests negative, feel well and no longer have symptoms they can return to school.</p>
Systems for isolating children who display the symptoms of corona virus	<p>An isolation room has been identified lilac room off Pod 4 toilets and staff will have access to PPE if dealing with a child and the room will be well ventilated but the door will be closed. PPE will also be available for intimate care situations. Parents will be contacted immediately to collect their child and instructed to get a test done immediately, <u>The school will pursue the outcome and if test is positive the whole bubble and staff will go home to self isolate for 14 days.</u></p>
Staff breaktimes	<p>Staff will supervise their class bubble in the mornings for morning break. A combination of teacher and welfare will supervise bubble for first part of lunch break then welfare will take children from bubble on designated route to designated play area. Designated welfare will return class bubble to classroom at 12.45pm</p>
Teachers Travel	<p>Staff will be advised not to carshare and travel alone. Cars must be in carpark by 8.30am before barriers close and cars cannot move in carpark until the last Nursery child has left the site 3.30pm If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. We will survey all staff to ensure we are aware of any staff members using public transport.</p>
Training	<p>Staff will have training (socially distanced) for one morning based on the documents which have been published</p> <p>New development such as lunchtime arrangements and play zones will be discussed in detail as well as the importance of not crossing PODs.</p>
Staff working in close proximity with children	<p>. Children who require additional support due to SEN needs will be individually risk assessed</p> <p>Staff working closely to children to approach them from the side and avoid front facing conversation.</p>
Staff Workload	<p>Workload and wellbeing of staff will be central to the decision making process of any changes to arrangements. SLT wellbeing and workload will also be considered.</p> <p>Planning preparation and assessment will be directed through non contact days</p> <p>Safeguarding calls will be completed by SLT/ADMIM whenever possible</p>
Fire Procedures	<p>Fire evacuation procedures are maintained from the POD bases- Drills will be</p>

	in place to support children who may be in a POD different to their usual space. Staff must use evacuation guide for the POD they are working in. In the case of a fire alarm, doors should be closed on route out of the school. Staff should not enter further into the school to close doors.
Behaviour and attendance policies	These policies are being updated in line with government guidance.
Ventilation	All teaching spaces have windows. POD staff will be directed to keep all windows and doors open throughout the day. Any unventilated spaces used across school as a last resort will be by staff on an individual basis only. Centralised ventilations systems that removes and circulates air to different rooms will be isolated however air conditioning serving direct rooms remain in operation. Site manager has govt update on ventilation in schools.
Communication	Staff are asked to keep their mobile phone on them at all times but only take calls from SLT members or the school office and make calls when necessary. They are allowed to use this to contact SLT/admin as needed.

Room Plan

The room plan has been devised through a system of pods which must be seen a sealed

AREA OF SCHOOL	USE	MEASURES	STAFF	NOTES
School Reception Area	Entrance Point now decommissioned	Social Distancing May change due to Quick set up for cashless Locking front door from 9.00 Sanitiser point No immediate deliveries through foyer. Telephone in advance to arrange.	No staff except Mr Williams to lock front doors	Some SEN meeting in foyer or SWACa Social service dependent on R level
Crush Hall Thoroughfare	Whole area cordoned off from Main Entrance (Oxford Road) Doors. See photograph at back of document POD 5			
Admin Office	Doors to close off both offices			Annie Hoban
Bursars Office	Staff will not be leaving their pods and know that they are not to visit the offices PPE Hand sanitiser and anti bac wipes for computers			Sue Blackwell
Heads Office	L/M	Sanitiser SD	Kieran Loftus	
Deputy's Office	L/M	Sanitiser SD	Alison Pritchard	
Middle Room	SLT Mtg Room 2m SD applied		HT DHT Mtg Room at 2m SD	
Staffroom		Closed to all	Staff will have	

		except admin staff	own facilities in pod	
Photocopier	Only used by office staff to copy for teaching staff	Only used by office staff to copy for teaching staff so cordoned off Wipes and sanitiser located at point	Annie Hoban Sue Blackwell	
Staff toilet block Ladies	Only accessible to Pod 5 Office staff and SLT	Pod 4 now have own adult toilet		
Disabled Access Toilet	Male Staff Toilet Pod 5			
School Hall	Access only to children 30 for PE lesson through entry fire door from yard Temporary screened staffroom at rear for Pod 2	Closed for meals use Catering staff to access kitchen from back door and side entrance They have keys All deliveries from road only to be brought to back kitchen on trolley	Coach Rose in exceptional circumstances Wet weather	Office staff to communicate and reinforce this with catering staff
Main Corridor Ground Floor		Marked route with social distancing markings. From main entrance to Doors by Nursery classroom door		See colour coded plan at back of document
Pod 4 Formerly 6M and 2G classrooms (Mrs Metcalfe and Mrs Greaney's classrooms) and Girls' toilet block and Y5 6 Hannah Y4Sharrock classrooms	Each pod must have easy access to toilets and safe entrance and exit points	See classroom 1a / out details earlier on in plan FULL CAPACITY New Staff Toilet cubicle installed at back of cloakroom area Staffroom equipped in intervention room 1	Four teaching staff Jenny Metcalfe Sam Hannah Anne Greaney Claire Sharrock Karen Kelly Welfare staff Paula Martin Angie Power Chloe O'Donnell Michelle Scott	Ventilated see notes re windows and doors Sanitiser outside toilet area adjacent to both classrooms Entrance and exit from side gate staggered times in place
Toilet Block (Formerly Girls toilets) Girls' Cloakroom area and Lavender Room	Girls toilet used for Pod 4 children Cloakrooms out of use Lavender Room is now Corona Virus Symptoms Sick Bay	Cloakrooms out of use Handwashing signage		Corona Virus Sick Bay Room is now distinct from Ordinary FA Room which is now located in Mrs Gosling Room
Pod 3		See classroom	TAs Y34 Temp	Entrance and

Formerly Boys' toilets Classes 5Farrell Y3 4 Claro Y3Sugden Y2Clayton	Each bubble must have easy access to toilets and safe entrance and exit points	layout details earlier on in plan FULL CAPACITY Staffroom equipped in intervention room 3	plus Pat McBride Eileen Gray Bernie Gosling Faith Omoregbee Sandra Evans Kim McIver June Cleary Angie Forshaw	exit side gate on playground lines on yard for arrival and dismissal Sanitiser outside toilet area
Toilet Block (Formerly Boys) Pod 3	Toilets used for Pod 3 No hand drier or urinals Cubicles numbered to a child Cloakroom out of use Sanitiser outside	No hand drier or urinals Cubicles numbered to a child Handwashing signage	Pod 3 children	
3 Intervention Rooms Ground Floor	Mrs Gosling Room now First Aid Standard Staffroom for Pod 4 Mrs Gray now Safeguarding Room and Intervention 2 Miss Kelly Room Storage Staffroom for Pod 3 Intervention 3	First Aid and PPE must be located in this room. Some furniture stored LID BINS This room ITV£ is an intervention room which can be used if necessary for safeguarding issues Furniture store		
Pod 1 Nursery	Nursery	Nursery Provision See classroom layout details earlier on in plan	Lynn Smith Liz McCombes	Entrance and exit from the back gate onto the carpark
Pod 2 Reception Classroom RD Reception 1 R1P		See classroom layout details earlier on in plan Individualised Pod Access direct to classroom Full capacity 30 children and 1	Liz Devey Rec +TA Maria Dennett Beth Plunkett plus TA Gill Morgan	Entrance and exit from field gate onto site. Children lined on yard pre registration and at dismissal SD 2M observed

Year 1 1T A pod which is self contained with toilets in classroom		teacher and 1 TA LID BINS Staffroom equipped with screens in the hall	Charlotte Tyrrell + TAs Ana Glowacka Karen McDonald Sandra Evans*	Site manager to mark out lines and SD signage for parents Barriers to manage gate plus office staff
Pod 5 Admin Offices and leadership Crush Hall area inc staffroom and small classroom off crush hall		Former staffroom now only for Sue and Annie	Kieran Loftus Alison Pritchard Annie Hoban Sue Blackwell Sean Williams	
Cleaning Storage Areas Off Toilet Block by Pod4 Requisites in locked room off corridor				Additional Electrostatic disinfecting provided by Avid for bubble closure and hall Tim Booth
Exceptional Behaviour	In extreme circumstances a child who demonstrates behavioural issues which severely disrupt the class SENd can move to the lavender room	Arrangements for cleaning after use Staff to inform site manager		

Two available teachers currently have 0.8 fte commitments and we will have Louise Cooke for Beth and Alison/Karen for Jenny

Office Staff

Bursar
Admin Officer

Welfare

Welfare staff to enter and exit via the green gates at back of carpark

We currently have thirteen welfare for twelve bubbles (2 in Nursery)

Cleaning Team Sefton Cleaning contracted
Catering Team Sefton Catering contracted

Pod	Age Range	Bubble	Staff	Numbers
1	3 - 4yrs	Nursery	Lynn	25*
2	4-5-6	Reception Y1	Liz Beth Charlotte	90*
3	9-10 6-7	Y5F Y2C	LizF Pauline	53*
	7-8 8-9	Y3 4C Y	Angela Helen	60*
4	6-7 10-11		Jenny Anne	52*
	8-9 9-10-11	Y4S Y56H	Claire Sam	60*
5	Admin Leadership	Sue Annie Kieran Alison <		

STAFF ENTRANCE AND EXITS

Staff enter the school site and exit the building by specified entry/exit points

Pod 1 staff rear gate of Nursery

Pod 2 Pod 3 and Pod 4 and Office staff and Cleaners Green Gate by Nursery
backs on to carpark

Pod 5 staff SLT and Site Manager in usual Staff Entrance Door

Crush hall corridor to hall cordoned off Staffroom for Office Staff and SLT



POD ENTRANCE AND EXIT POINTS TO THE SCHOOL SITE

POD 1 REAR OF NURSERY
GATE PUPIL & STAFF



POD 2 PUPIL ENTRANCE & EXIT FIELD



PODS 4 and 5 PUPILS ENTRY & EXIT
FROM THE SITE



FOYER Oxford Road Entry LOCKED



NB POD 5 8.45am – 2.45pm

STAFF &

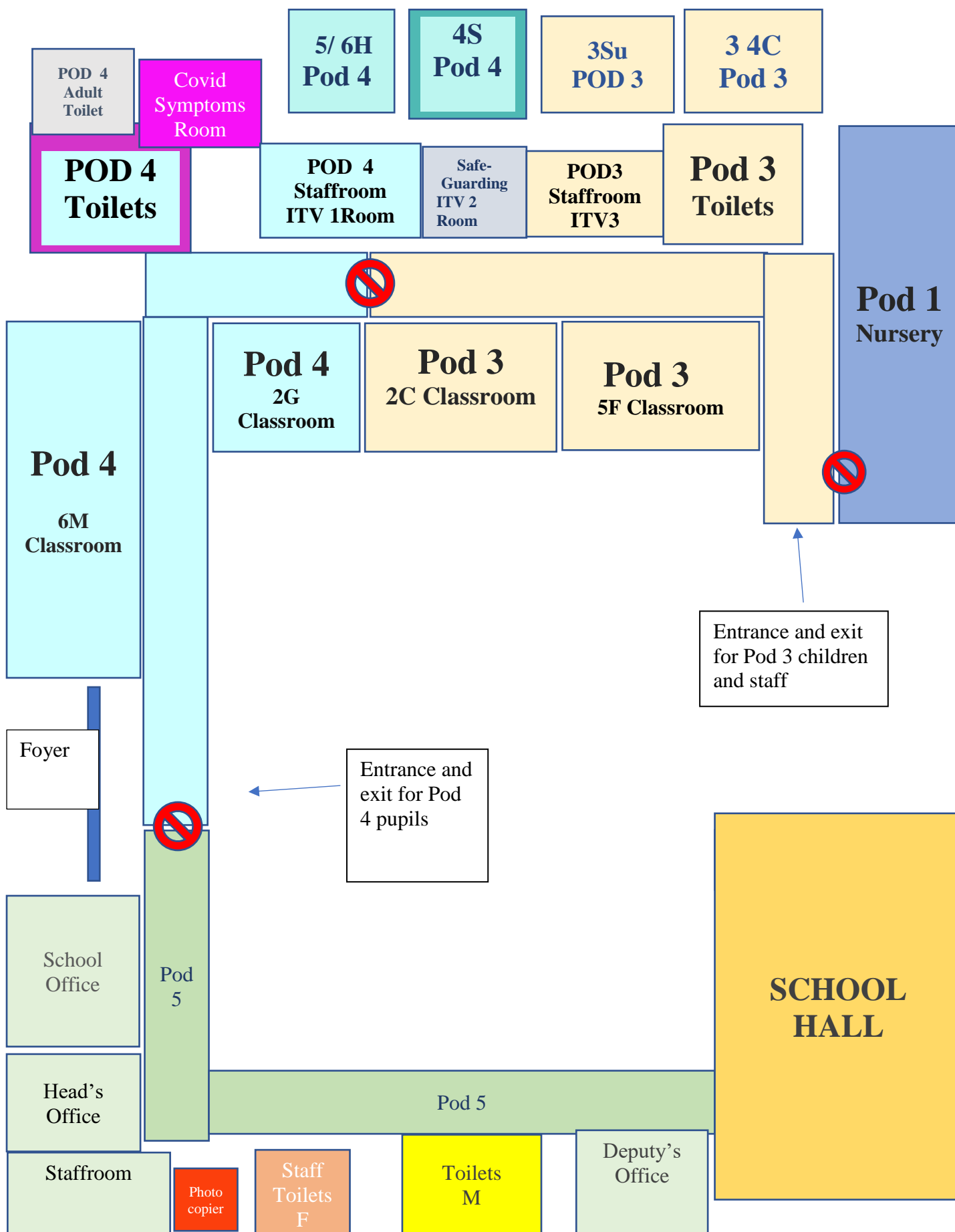
STAFF ENTRANCE & EXIT FOR
PODS 2.3.4 & Year 2 WELFARE OFFICE

3 CLEANERS EXCEPT ANGIE P

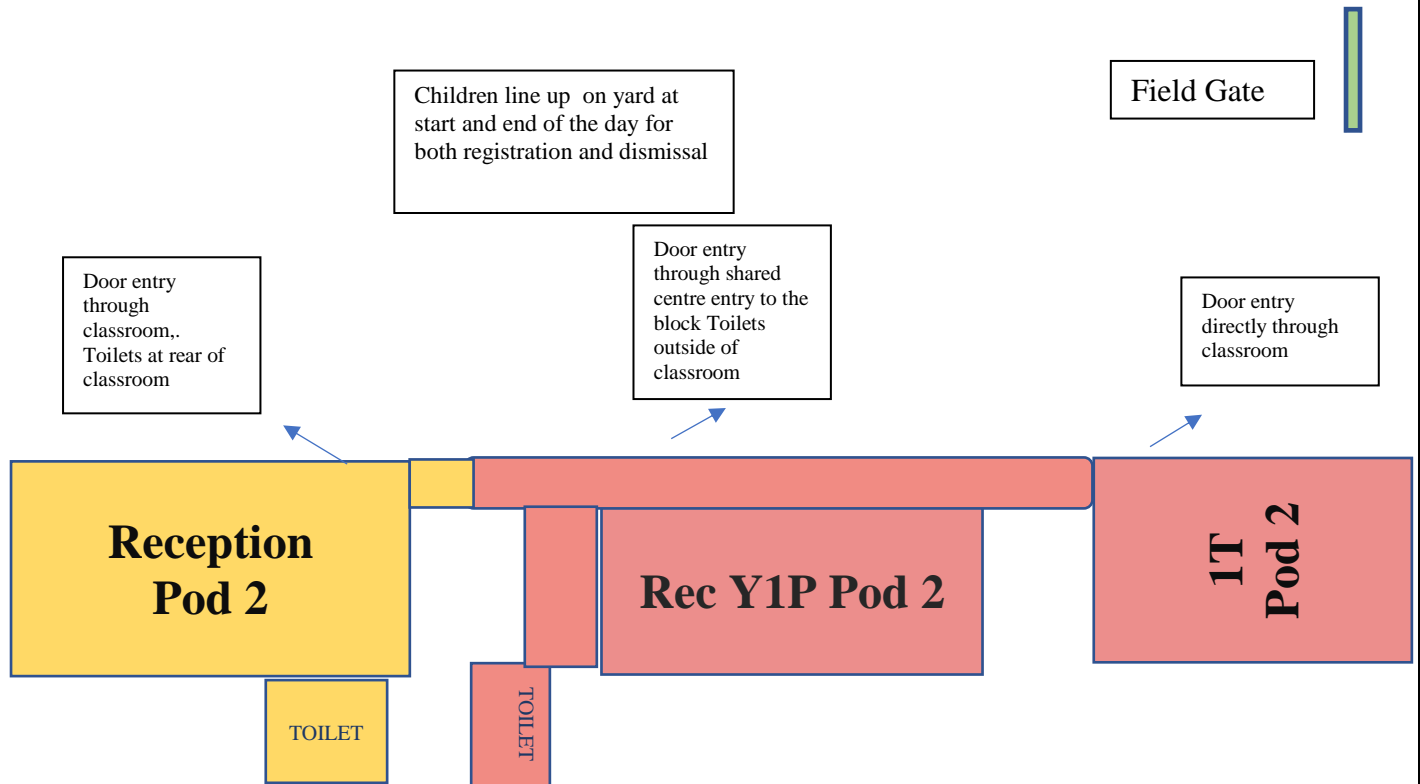
Pod 5 Pupil exit and entrance



MAIN SCHOOL BUILDING POD LAYOUT



INFANT BLOCK POD LAYOUT



Note Rooms ITV 1 ITV2 ITV 3 stand for intervention 1, 2,3 etc

All classrooms must keep teacher SD area demarcated with tape

All staff **must** wear masks when receiving children and dismissing children at the start and end of the day.