



**MARCH 2021 RETURN TO
SCHOOL PROCEDURES**

INFORMATION FOR
STAFF, GOVERNORS,
PARENTS, CARERS AND
PUPILS

St John's Primary Academy

March 2021 Return to School Procedures



In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from **Monday 8th March 2021**.

We are required to comply with health and safety law, to assess risks and put in place proportionate control measures. The following plan outlines relevant detail from the government's guidance with further detail about how St John's Primary Academy will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

Many of the protocols and procedures that were embedded in practice during the autumn term will remain the same

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection:

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school</p> <p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test</p>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Someone develops symptoms whilst in school:</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). If the test is negative the child can return to the setting assuming they are well enough. <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>While waiting to be collected:</p> <ul style="list-style-type: none"> • the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The designated isolation space is the Conference room and the individual toilet cubicle adjacent to the PE changing rooms. • PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a visor should also be worn. • The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace. • The room that the child utilised will be immediately cleaned with Mediclean Ultra and the children/adults will wash their hands thoroughly for 20 seconds. • <p>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)

	<ul style="list-style-type: none"> • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) • they have tested positive from an LFD test as part of a community or worker programme <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p> <p>Whether or not the whole bubble will close is dependent on the individual circumstances on the day, rather than waiting for a test result.</p>
<p>Prevention</p> <p>2. ensure face coverings are used in recommended circumstances</p>	<p>In primary schools, it is recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p>
<p>Prevention</p> <p>3. Ensure everyone is advised to clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitisers are stationed in each classroom and at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the Hall, Gym, Computing Suite, reprographics room and Conference Room.</p> <p>Where children are struggling to wash independently they may receive support, assuming the adult supporting also washes their hands.</p> <p>If a child cannot appropriately wash their hands, then skin-friendly cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office.</p> <p>Hand hygiene protocols are to be re-visited, and the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations by way of 'start of day' reminders.</p>
<p>Prevention</p> <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>On our return to school on 8th March, children will be reminded of the 'Catch it, bin it and kill it' campaign. Children will be reminded that tissues are available in their classroom and should be disposed of in to the lidded bins in each classroom using the foot-pedal to open the bin, and their hands must be cleaned afterwards. This will be established as part of our culture and behaviour expectations by way of 'start of day' reminders.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p>
<p>Prevention</p> <p>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p>

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>).

Prevention

6. Minimise contact between individuals and maintain social distancing wherever possible.

The overarching principle to apply is to reduce the number of contacts between pupils and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Both measures will help, but the balance between them will be depending on the:

- pupils' ability to distance
- layout of the building
- feasibility of keeping distinct groups separate while offering a broad curriculum

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. St John's Primary Academy will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible. Children will generally operate within a 'class bubble' but there will be occasions when a 'year group bubble' is necessary, such as on the playground and in the dinner hall.

Grouping the Children

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

In order for school to offer a curriculum that is best-placed to support all learners, our bubbles will need to be in phases or year groups. The reasons for this are as follows:

- All children will be able to access necessary interventions/support. There would not be enough adults to support individual class bubbles.
- Our curriculum structure is based on phase mixed-year groups and the sharing of resources and equipment to facilitate this. There would not be enough resources to support a broad curriculum if we used individual class bubbles.
- The facilities within the school building require year groups to share cloakrooms/toilets/playgrounds, and so it makes sense for these year groups to make up an individual bubble.
- We can deploy staff internally to cover PPA/management time within a phase bubble model. If we were in class bubbles, we would need to buy in supply teachers (at great expense to the school with no additional financial resources) or introduce a half-day school-closure so that staff can be released accordingly. This would be inconvenient for parents, would reduce contact time and further restrict the curriculum offer.

Staggered exit times and break/lunch times can be managed more effectively in phase bubbles rather than having 19 individual start/finish times. This measure would reduce that to 5 staggered finish times.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.

Our year group bubbles will be as follows:

- Little Eagles and Nursery
- Reception and Year 1
- Year 2
- Year 3 and Year 4
- Year 5 and Year 6

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible, given the limitations of space and the numbers of children.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Collective Worship will be limited to 'bubble' gatherings. Children will be required to distance during these assemblies rather than sitting in tight rows. Where possible, efforts will be made to have virtual Collective Worship through Teams.

Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place. The kitchen in school will be available for staff to prepare and consume hot drinks. It is important for staff wellbeing that contact with colleagues is maintained, but social distancing measures must be adhered to, otherwise multiple groups could be at risk of infection should anyone present with symptoms.

School staff have been provided with protective face visors to use when they are working closely with a child or another adult.

Visitors to the school office will be by appointment only. We request that all visitors wear a face covering unless they have a medical exemption.

Measures for arriving at and leaving school

Parents are encouraged to walk to school where possible and we request that only one adult per family comes on to school grounds to drop off and pick up, in order to reduce the number of adults who are congregating on the school premises or outside the school gates.

Nursery session times remain unchanged:

Nursery am: 8.45am – 11.45am

Nursery pm: 12.30pm – 3.30pm

The start times for pupils in school will remain at **8.55am**. The gates and doors will open at **8.45am**, and pupils have until **8.55am** to arrive at school; this naturally facilitates a phased entry into school.

End of day times will vary for each bubble:

Reception: 8.55am – 3.10pm

Year 1 and Year 2: 8.55am – 3.15pm

Lower Key Stage 2 (Y3/4): 8.55am – 3.20pm

Upper Key Stage 2 (Y5/6): 8.55am – 3.25pm

Start of day procedures:

Nursery pupils should arrive via the pedestrian gate and proceed down the path and around to the Nursery door where they will be welcomed by their teachers at 8.45am.

Reception and Year 1 pupils should arrive at school via the pedestrian gate and queue to the left of the path (nearest to the car park). Please observe social distancing whilst waiting. At 8.45am the Reception door and the Y1 door will open and pupils will be welcome to enter the school building; doors will remain open until 8.55am; a member of staff will remain on each door whilst it is open.

Year 2 pupils should arrive at school via the pedestrian gate and queue to the right of the path (nearest to the hedge and the sub-station). Please observe social distancing whilst waiting. At 8.45am the blue gate adjacent to the school office area will be opened and the Y2 children will be welcome to enter the school via the fire doors into their classrooms. The gate will remain open until 8.55am, and there will be a member of staff on duty at the gate whilst it is open.

Parents are requested to wear a face covering when coming onto the school premises as it can be difficult to maintain social distancing, and to leave via the pedestrian gate, rather than remain on school grounds.

Key Stage 2

All KS2 pupils should enter the school grounds via the **bus layby gate on Hobnock Road**. **The bus layby allows plenty of space for social distancing** and there will be signs on the fences indicating where to line up. At 8.45am the gate from the layby onto the playground will be opened and pupils will be invited to enter school.

Year 3 and Year 4

Year 3 and Year 4 pupils will enter the building via the fire doors in their classrooms.

Year 5 and Year 6

Year 5 and Year 6 pupils will make their way around to the KS1 playground and enter the building via the fire doors in their classrooms.

Children will not be able to play on the playground before the 8.45am bell as this would risk lots of children from different bubbles coming into contact with each other, and would make the Track and Trace procedures problematic, should we have an incident of infection in school.

For this reason, we request that when children are waiting to enter school, they line up, socially distanced rather than running around at the front of school/in the bus layby.

Parents are requested to wear a face covering when coming onto the school premises as it can be difficult to maintain social distancing, and to leave via the bus layby gate, rather than remain on school grounds.

End of day procedures:

Reception

Parents/carers should arrive at school as close to **3.10pm** as possible and enter via the pedestrian gate. Please observe social distancing whilst waiting.

Parents/carers of pupils in REC: please queue to the left of the path (nearest to the car park). At 3.10pm the Reception doors will open and parents/carers will be invited to move to the path in front of the classroom to collect their child.

Parents/carers of pupils in RAA: please queue to the left of the path (nearest to the car park). At 3.10pm the Reception doors will open and parents/carers will be invited to move to the top of the steps to collect their child.

Parents/carers of pupils in RKB should proceed around to the rear of school and at 3.10pm pupils in RKB will be dismissed via the Nursery door.

Year 1

Parents/carers **should not** arrive early at school, but as close to **3.15pm** as possible, and enter via the pedestrian gate, queuing to the left of the path (nearest to the car park). Please observe social distancing whilst waiting.

At 3.15pm the Y1 door will open and the classes will be dismissed one class at a time from the door. Parents and carers will be invited to move down to the Y1 door when their child's class is ready to be dismissed. Please remain in the queue until your child's class teacher calls you forward.

Year 2

Parents/carers **should not** arrive early at school, but as close to **3.15pm** as possible, and enter via the pedestrian gate, queuing to the right of the path (nearest to the hedge and the sub-station). Please observe social distancing whilst waiting.

At 3.15pm the blue gate will be opened and the classes will be dismissed one class at a time from the gate. Parents and carers will be invited to move down to the gate when their child's class is ready to be dismissed. Please remain in the queue until your child's class teacher calls you forward.

Key Stage 2

We will be operating a 'one way' system for collecting children from Key stage 2, with parents/carers entering school via the bus layby gate and then exiting via the normal pedestrian gate.

Year 3 and Year 4

Parents/carers **should not** arrive early at school, but as close to **3.20pm** as possible, and enter via the **bus layby gate**. Please observe social distancing whilst waiting.

Classes will be brought out by their teachers onto the 'football' playground. At 3.20pm the gate onto the school premises will be opened and parents/carers of pupils in Year 3 and Year 4 will be invited to come onto the playground to collect their child and then leave the school premises via the path alongside the school building and out through the pedestrian gate onto Hobnock Road.

Year 5 and Year 6

Parents/carers **should not** arrive early at school, but as close to **3.25pm** as possible, and enter via the **bus layby gate**. Please observe social distancing whilst waiting.

Classes will be brought out by their teachers onto the KS2 playground. At 3.25pm parents/carers of pupils in Year 5 and Year 6 will be invited to come onto the playground to collect their child and then leave the school premises via the path alongside the school building and out through the pedestrian gate onto Hobnock Road.

Some children in Year 5 and Year 6 will have written permission to leave the school premises unaccompanied, to either walk home or to meet a parent/carer elsewhere. We are keen for our older pupils to continue to have this privilege and responsibility and so those pupils will be dismissed by their teachers from the playground to leave the school premises by the pedestrian gate.

****Please be assured that staff will remain with their pupils until they are collected, and there will be staff at the pedestrian gate to ensure that everyone has gone home safely.****

Nursery

Parents/carers **should not** arrive early at school, but as close to **11.45am/3.30pm** as possible, and enter via the **pedestrian gate**. Parents/carers of Nursery children should make their way around the school building to the Nursery door. Please observe social distancing whilst waiting. Staff will dismiss the Nursery children from the Nursery door at 11.45am/3.30pm.

Staggering the end of day procedures and having separate arrangements for different year groups will help to ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. We appreciate that this will be difficult for some families with multiple children in different year groups/key stages. We request that where possible, you collect your children in the order in which they are dismissed. In the instance that parents have children in more than one year group, parents/carers may wait with their children either at the front of school or on the 'football' playground, following social distancing from other parents and children.

Teachers will not be available to speak to parents whilst they are dismissing their class, as they must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the office@stjohnsprimary.academy email if they have queries about the day, or they can call on 01922 476695 to make a phone appointment.

The school office is not to be accessed unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. However, parents can obviously still call and receive support over the phone or via email.

Any homemade/non-disposable face coverings that staff, children, or visitors are wearing when they arrive at the setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. An explanation of these will be provided on entry to the school, alongside the normal safeguarding procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Test and Trace.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but should be cleaned following use.

Shared resources, like art/science equipment should be meticulously cleaned between use, or rotated to allow 72 hours between use to ensure they are safe.

Games that encourage distancing and little touch need to be made available to the children. Outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time/lesson, and cleaned.

What can children bring into school/take home from school?

The only items that pupils are required to bring into school is a coat, reading pack, water bottle and lunch box; they should not bring anything additional from home (children in EYFS may bring in some spare clothes in case of accidents). **These items can be transported to and from school in a school bag if necessary.** There can be no 'show and tell' and any artefacts or toys should remain at home. However, children can take reading books home. Reading books should be returned as normal but taken out of circulation for 72 hours before being returned to the book store or library.

PE kits

Pupils should **attend school in their school PE kits** on the days their class has PE. They may wear trousers/leggings/school jumper over their shorts and PE t-shirt if it is cold. Football team shirts and other logo t-shirts are not part of our school uniform and should not be worn in school. If it is too wet to walk to school in pumps, pupils can wear shoes or trainers and bring their pumps to school in a bag and these can be left on your child's cloakroom peg or in their locker.

Teachers can take exercise books home (and return them freely) to assess pupils' learning or to use to support planning etc.

Prevention

7. Keep occupied spaces well ventilated.

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission.

When school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained.

This will be achieved by a variety of measures including:

- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Prevention

8. Where PPE where necessary

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves
- Face shields (limited quantities)

School staff have been provided with protective face visors to use when they are working closely with a child or another adult.

	Children know that some adults might be wearing PPE and that it is 'ok'.
Prevention 9. Promote and engage in asymptomatic testing where available	School staff are participating in rapid testing as recommended.
Response to any infection 10. Promote and engage with NHS Test and Trace.	<p>Parents and staff are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> • book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> - a high temperature - a new continuous cough - a loss or change to your sense of smell or taste • self-isolate immediately and not come to school if: <ul style="list-style-type: none"> - they develop symptoms - they have been in close contact with someone who tests positive for coronavirus (COVID-19) - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) - they are required to do so having recently travelled from certain other countries - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
Response to any infection 11. Manage confirmed cases of coronavirus (Covid-19) amongst the school community	<p>In the event of a positive case, school will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>Based on their advice, we will home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre - been within 1 metre for 1 minute or longer without face-to-face contact - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 10 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 10 days. If the result is positive, they must inform school immediately and isolate for at least 10 days from the onset of symptoms.</p> <p>St John's Primary Academy will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>

<p>Response to any infection</p> <p>12. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team by calling the DfE helpline 0800 046 8687.</p> <p>If school has 2 or more confirmed cases within a 14-day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p>
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Section 2: School operations

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only by public transport services, we mean routes which are also used by the general public 	<p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply on dedicated transport.</p> <p>Wider public transport</p> <p>Children should not attend trips or visits if they are required to use public transport to get there.</p>
<p>Attendance</p> <p>Now the circumstances have changed, it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from 8th March.</p>	<p>Attendance expectations</p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did before the lockdown, and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the FGT Attendance Policy and the LA's code of conduct).</p> <p>Pupils who are shielding or self-isolating</p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> have symptoms or have had a positive test result live with someone who has symptoms or has tested positive and are a household contact are a close contact of someone who has coronavirus (COVID-19) <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.</p> <p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>

	<p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned about the return to school, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.</p> <p>These pupils are to be identified by school and a record of calls to families where vulnerabilities exist should be kept, using CPOMs.</p>
<p><i>School Workforce</i></p>	<p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>St John’s Primary Academy has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this.</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Likewise, peripatetic music tutors will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week.</p>
<p><i>Safeguarding</i></p>	<p>All existing pre-Covid safeguarding measures will return as normal, however, the DSLs will need to consider additional time to ‘catch-up’ with those children requiring additional pastoral support as a result of prolonged absence from school.</p>
<p><i>Catering</i></p>	<p>The school kitchen will be fully open from 8th March. Procedures were put in place in the autumn term to ensure that bubbles were isolated from other bubbles in the hall, and there is thorough cleaning of tables and chairs between sittings.</p> <p>Mid-morning snacks. Toast and milk will be available for pupils to purchase; we have a procedure for ordering, paying for and distributing these items which avoid close contact or mixing of bubbles.</p> <p>Milk will be available free of charge to the under 5s and free fruit available to all pupils in KS1.</p>
<p><i>Lunch and break times</i></p>	<p>Bubbles will not mix at break and lunch times. Playtime duty rotas have been drawn up to reflect the need to stagger break times, and so staff should expect to undertake additional playground duties.</p> <p>A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The playground will be split into zones and allocated to bubbles to avoid any cross-contamination.</p>

	<p>Timings of lunchtimes will be staggered, as will break times:</p> <p>Break times</p> <ul style="list-style-type: none"> ➤ Year 1 (using KS1 playground and tyre park) Morning: 10.20-10.35 Afternoon: 2.05-2.15 flexible ➤ Year 2 (using 'football playground' and Daily Mile track) Morning: 10.20-10.35 Afternoon: 2.05-2.15 ➤ Year 3 and Year 4 (using KS2 playground and outdoor Gym) 10.45-11.00 ➤ Year 5 and Year 6 (using KS1 playground and designated area of the field.) 10.45-11.00 <p>Lunch times (some lunchtimes have been altered to allow for staggered end of day procedures)</p> <ul style="list-style-type: none"> ➤ Reception 11.40-12.30 ➤ Year 1 11.45-12.40 ➤ Year 2 12.00-12.55 ➤ Year 3 and Year 4 12.15-1.10 ➤ Year 5 and Year 6 12.30-1.30
Remote Education	Attendance will be mandatory for all pupils of compulsory school age from 8 March. Schools are still required to provide remote education to pupils for example, if a class, group or small number of pupils need to self-isolate. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.
Estates	The Site Supervisor will conduct the normal building checks as per the existing schedule of work. Signage around the school site will indicate where to enter, line up and exit, etc and will remind users of the need to socially distance and to wear a face covering. Teachers need to ensure that classrooms have good ventilation (open windows and doors). Fire doors and alarms have been regularly tested during the lockdown.
Educational Visits	The DfE advise against all educational visits at this time. This advice will be kept under review.
School Uniform	<p>We are maintaining our usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned:</p> <ul style="list-style-type: none"> • more often than usual • using different methods <p>We appreciate that parents may have had difficulty obtaining uniform items or are experiencing financial pressures as a result of the lockdown.</p>
Before-school and After-school care	<p>Before- and after-school care is permitted.</p> <p>Parents who are accessing this provision for their children, must only do so to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.</p> <p>Keeping children in separate phase bubbles is not possible due to staff numbers and space, and therefore the children will need to observe very good hand hygiene and detailed registers of sessions and time attended will be kept for Track and Trace purposes.</p>

Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p>	<p>St John’s Primary Academy will continue to apply our curriculum model in its fullest, and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to ‘catch-up’</p> <p>During this period, children will be reminded of all of their hard work during the previous term and through the remote learning. We will ‘reset’ the expectations so that children know what we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>Our 2020/2021 curriculum will continue as planned, however more time needs to be given to planning the non-core elements so that our curriculum offer is aligned to our improvement plan.</p> <p>We will return to the normal teaching of all subjects from 8th March.</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the learning journey for each pupil.</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Google classroom will be used periodically throughout the curriculum so that children remain comfortable with logging on, accessing the content and format, in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p> <p>The Relationships and Sex Education element of our new curriculum will continue to be rolled out from 8th March.</p>
<p>Specific points for early years foundation stage (EYFS) to key stage 3</p>	<p>For children in Early Years settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. Teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. For nursery settings and Reception, consider how all groups of children can be given equal opportunities for outdoor learning.</p> <p>For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</p>
<p>Music, dance and drama</p>	<p>Music, dance and drama builds pupils’ confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts.</p> <p>Schools can continue to engage peripatetic teachers during this period.</p>
<p>Performances</p>	<p>We should not host any performances with an audience. We will consider recording performances, subject to the usual safeguarding considerations and parental permission.</p>
<p>Physical activity in schools</p>	<p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.</p>

	<p>Pupils should attend school in their school PE kits on the days their class has PE. They may wear trousers/leggings/jumper over their shorts and t-shirt if it is cold. Football team shirts and other logo Tshirts are not part of our school uniform and should not be worn in school.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided. Inter-school competitions cannot take place until wider grassroots sports for under 18s is permitted.</p>
Pastoral support	<p>The Senior Leadership Team and the Pastoral Manager (when appointed) will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, the Pastoral Manager is to be informed so that specific interventions can take place. The Pastoral Manager will need to ensure that they distance appropriately during meetings given that they will be required to work across phases.</p>
Behaviour expectations	<p>The current approved behaviour policy will still apply.</p> <p>On the return on 8th March, expectations of behaviour will be revisited and the school’s values of Safe, Ready and Respectful will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.</p>

Section 4: Assessment and accountability

Aspect of school	Action
Primary Assessment	<p>All statutory assessments (other than the Reception Baseline) have been postponed for the academic year 20/21</p> <p>St John’s Primary Academy will continue with teacher assessment to inform teaching and to set targets.</p>

Section 5: Contingency planning for outbreaks

Aspect of school	Action
A local outbreak	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
Remote education support	<p>St John’s Primary Academy needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> ➤ Children are to take home their individual stationery packs and their current exercise books ➤ Adults will share lessons via Google Classroom (Y3-6) or the online learning links on the school website (EYFS-Y2). ➤ Teachers will then be able to meet with children that require additional support through MS Teams online or through telephone calls home.

- Children will be able to 'turn in' their work on Google Classroom or take photos of their learning and submit to the online learning email address, so that teachers can monitor progress and offer supportive feedback if appropriate.

Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. Resources from the Oak National Academy can also be referenced; more information can be found here: (<https://www.thenational.academy/information-for-teachers>).

Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families.

The principles for delivery will be as follows:

- Children will receive learning opportunities for a range of subjects each day
- Learning will be sequenced as per our current curriculum model
- High quality explanations will be made by the teacher using presentations or short videos, or through curriculum resources such as Oak National Academy
- Work will be checked through uploads to Google Classroom or the online learning email address
- Teachers will be available via Google Classroom, MS Teams or via telephone calls so that they can further tailor the learning as a result of feedback
- Content that specialises in SEND will be offered accordingly, alongside individualised learning resources prepared by class teachers