



A Summary of the full Risk Assessment for Staff, Governors, Parents, Carers and Pupils

St John's Primary Academy **September 2020 Return to School Procedures (Summary)**



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 the beginning of the autumn term:

Tuesday 1st September 2020 Staff INSET

Wednesday 2nd September 2020 KS1 and KS2 return

Monday 7th September EYFS (including Little Eagles) return

Our planning is underpinned by the Department for Education's advice on effective infection protection and control. The full document can be found on the school website.

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will become embedded in practice, so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures follow the Government's 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>).

Here is a summary of the main points of the procedures that have a direct impact on parents/carers and pupils:

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

Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The planned September transition can no longer occur as hoped, as this would compromise classroom hygiene and would risk cross contamination between bubbles. Children will go straight to their new classes with their new teachers on the first day in September.</p> <p>Grouping the Children: Our bubbles will be as follows:</p> <ul style="list-style-type: none"> • Little Eagles and Nursery • Reception and Year 1 • Year 2 • Year 3 and Year 4 • Year 5 and Year 6 <p>Visitors to the school office will be by appointment only.</p> <p><u>Measures for arriving at and leaving school</u> Parents are encouraged to walk to school where possible and we request that only one parent 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.</p> <p>Nursery session times remain unchanged: Nursery am: 8.45am – 11.45am Nursery pm: 12.30pm – 3.30pm</p> <p>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.</p> <p>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</p> <p><u>Start of day procedures:</u> 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. Please observe social distancing whilst waiting.</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">Parents are asked to drop off and leave via the pedestrian gate, rather than remain on school grounds.</p>

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 line up on the KS2 playground and their teachers will bring them into 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 their teachers will bring them into 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 they might have done in the past, 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.

Parents are asked to drop off and leave via the bus layby gate, rather than remain on school grounds.

****Please note, at the start of the new term in September there will lots of staff around at the start of the day to assist children so that they know where to go.****

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 RJC: 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.

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 'football' playground. Classes will be brought out by their teachers onto the Key stage 2 playground and their parents will be invited to move forward 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.

At 3.25pm parents/carers of pupils in Year 5 and Year 6 will be invited to come onto the 'football' playground. Classes will be brought out by their teachers onto the Key stage 2 playground and their parents will be invited to move forward 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 by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the school building without an appointment is not allowed. 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.

	<p><u>Other considerations</u></p> <p>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.</p> <p>What can children bring into school/take home from school?</p> <p>The only items that pupils are required to bring into school is a coat, reading book and lunch box; they should not bring anything additional from home (children in EYFS may bring in some spare clothes in case of accidents). There can be no 'show and tell' and any artefacts or toys should remain at home. However, children can now 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.</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 t-shirts are not part of our school uniform and should not be worn in school.</p>
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<p><i>Prevention</i></p> <p>2. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should be used where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves - Face shields (limited quantities) <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
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<p><i>Response to any infection</i></p> <p>1. Engage with NHS Test and Trace.</p>	<p>Parents and staff are expected to engage in the NHS Test and Trace process if required to do so.</p>
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School operations

Aspect of school	Action
<p><i>Attendance</i></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 the beginning of the autumn term.</p>	<p><i>Attendance expectations</i></p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up.</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>Catering</i></p>	<p>The expectation is that the school kitchen will be fully open in Autumn term. Whilst policy and practices continue to embed, we will only serve grab bags as a school meal option for the first few weeks of term, with a view to reviewing this and extend to hot meals as soon as we can.</p>

	<p>Grab bags are offered free of charge to pupils eligible for Free School Meals and to pupils in Reception, Y1 and Y2 through the Universal Free-School Meals initiative. Grab bags consist of a choice of sandwich fillings, a cake or biscuit, fruit, yoghurt, and a drink, and can be purchased at a cost of £2.00 per day.</p> <p>The catering team will ensure that Grab bags consider dietary requirements, as they normally would.</p> <p>Mid-morning snacks. Toast and milk will be available for pupils to purchase; we will have a procedure for ordering, paying for and distributing these items.</p> <p>Whilst we haven't had confirmation from suppliers as yet, we are assuming that 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 will be drawn up to reflect the need to stagger break times.</p> <p>The Reception and Year 1 bubble will use the school hall to eat their lunch. All other year groups will eat their lunch in their classrooms. As usual, hand washing before eating will be necessary, and tables will need to be cleaned before and after eating.</p> <p>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 ➤ 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 and Year 1 11.45-12.35 Playtime from 11.45-12.15, and then go to the hall for lunch. ➤ Year 2 12.00-12.55 Playtime from 12.00-12.30, and then go to the classroom for lunch. ➤ Year 3 and Year 4 12.15-1.10 Eat lunch in the classroom first and then go out to play. ➤ Year 5 and Year 6 12.15-1.15 Eat lunch in the classroom first and then go out to play.
<p><i>Before-school and After-school care</i></p>	<p>Before- and after-school care is permitted to commence. Children attending wrap around care will ideally need to be kept in separate phase bubbles; this might not be possible due to limited staff numbers and children attending, therefore the children will need to remain in small consistent bubbles, observing very good hand hygiene.</p>

Curriculum, behaviour and pastoral support

Aspect of school	Action
<i>Curriculum expectations</i>	St John's Primary Academy will not operate a 'recovery curriculum'. We will instead 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'. However, we will have a period of adjustment in September.
<i>Behaviour expectations</i>	The current approved behaviour policy will still apply. During September, 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 need to remain: high expectations and respect for one another.