

COVID-19

Return to School Plan

This document outlines the particular circumstances, considerations and restrictions to be addressed by senior leaders and governors of Swansfield Park Primary School in order to safely reopen the school in a phased way beginning in June 2020.

This document should be read along with the risk assessment which was agreed by the Health and Safety Committee (18.05.20) and the Return to School Focused Improvement Group (20.05.20). Implementation of these documents will be driven through a COVID 19 Action Plan.

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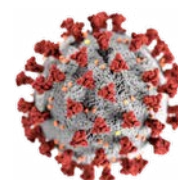
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Situational Analysis

There are three limiting factors which will impact on the process of safely reopening Swansfield Park Primary School to an increasing number of children these are:

- the site access
- the learning environment in terms of number of available teaching spaces
- the number of available staff, in particular teachers and Higher Level Teaching Assistants (HLTAs).

School Access

Swansfield Park Primary School is situated at the top of The Avenue and can also be accessed via The Cut from Swansfield Park. The Cut, a footpath running alongside the school, is wide enough for 2 people to pass (less than 2 metres) and is bordered by a low wall on one side and the school fence on the other.

There are 3 access gates:

1. The Avenue Gate adjacent to the staff car park at the top of The Avenue which normally serves the nursery and reception classrooms – access to nursery is through a subsequent narrower gate.

2. The Main Gate which leads to the main entrance and the school office, this access involves a flight of steps and serves visitors though key stage 1 children can access their classrooms by a gate. This gate is pivotal to the maintenance of our secure envelope around the site and is only opened by staff fobs.
3. The Park Gate is the designated disabled access and has a double gate which leads to a tarmac path that wraps around the back of the school building giving access to all key stage 2 classrooms, early years and the school field.

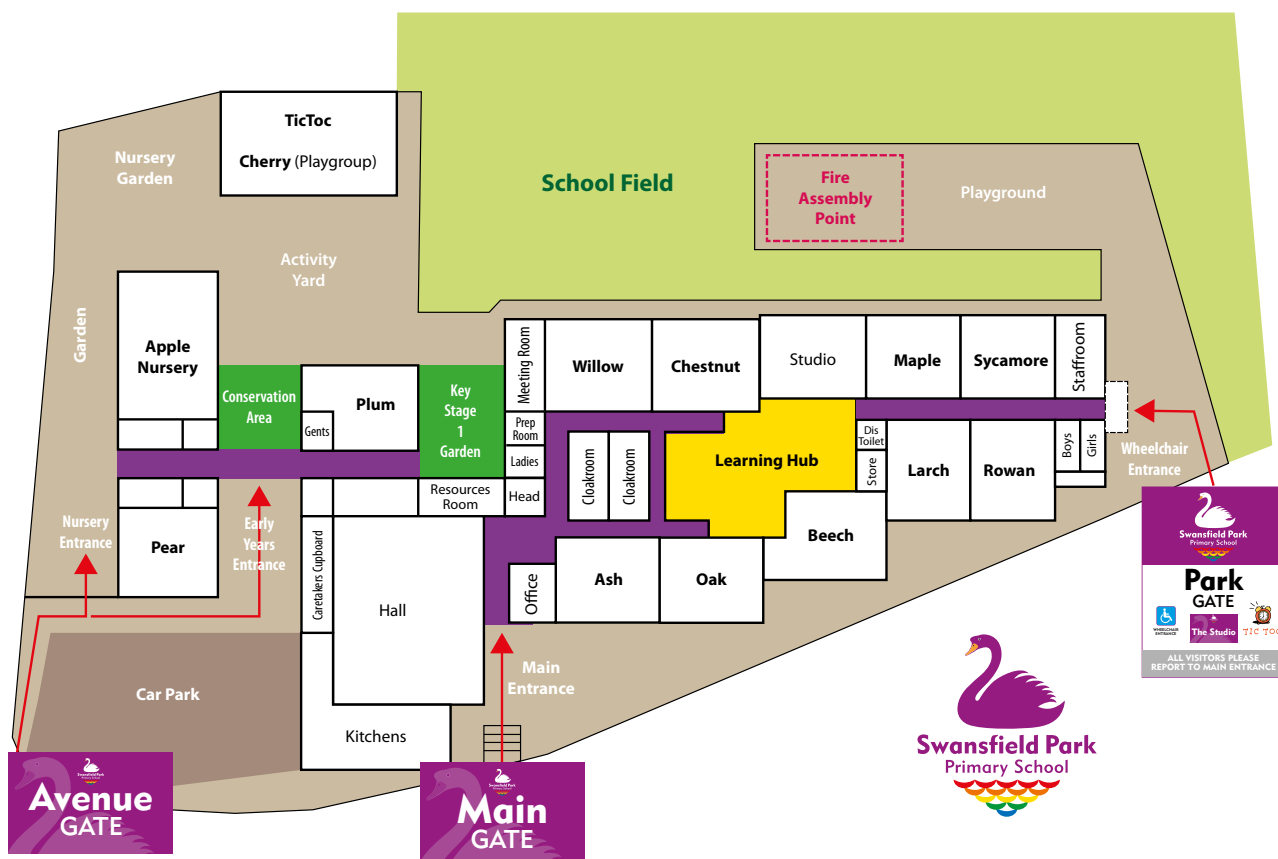
Identified issues and procedures to mitigate risk:

- The Cut has been identified as the bottleneck which will force people to pass in close proximity. The challenge is to route families into The Park Gate and The Avenue Gate to avoid congestion on The Cut while maintaining a free flow through into the school site.
- The footpath at the rear of the school is narrow in part however during dry weather access over the field is possible.
- To avoid congestion and ensure that social distancing can be maintained staggered drop off and pick up times will be introduced.
- Application of social distancing (2 metres apart) markings to the paths adjacent to entrances and within the school grounds will be applied.
- To reduce the number of adults on site, the Year 6 children will be able to arrive and dismiss as disclaimers at their allocated times.

The Learning Environment

The extensive school grounds include a forest school with an outdoor classroom, an allotment, 2 tarmac playgrounds, a field and fenced off garden areas for pre-school, nursery, both reception classes and the key stage 1 classes.

See Map: next page



Internal facilities comprising of 13 classrooms – all with an external door.

Shared communal areas which include a studio, a learning hub (with computers and a library – part of this space is air conditioned), a hall which is also used for dining, a meeting room, a resources room, the school office and the Head Teacher's office.

Identified issues and procedures to mitigate risk:

- All classrooms can be accessed directly from the outside via classroom doors avoiding the need for parents to enter the classrooms and reducing the need to move around inside the building.
- Movement around the building will be carefully controlled following the introduction of our new one-way system which will be taught to all staff and children during their safety briefing on return to school.
- The learning environment will be reorganised to provide more space, soft furnishings and toys which may harbour the virus have been removed
- Children in key stages 1 and 2 will be provided with their own equipment pack. Equipment in Early Years will be wiped after use with an antibacterial cloth - this is the responsibility of staff.



- Children in key stages 1 and 2 will use the same desk each day.
- All tables, door handles and toilets will be cleaned during break times and lunch times.
- The classrooms and toys have been thoroughly cleaned and this cleaning will continue throughout each day.
- Adequate ventilation of school building will be achieved by keeping doors and windows open. Air conditioning unit in the learning hub uses external air / The air conditioning unit in the learning hub will be switched off.
- When possible and appropriate outdoor learning will take place.
- The meeting room which has good ventilation and a door has been identified as a suitable place to take any child showing COVID 19 symptoms.
- Prepared packs of PPE and a thermometer will be available in each bubble and a central store will be available in the meeting room.
- Allocation of toilet facilities to specific bubbles to minimise mixing.
- Staggered break times and lunch times will be introduced and the outdoor space divided into zones to minimise mixing.

Staffing

There are 42 members of staff at Swansfield Park Primary School and 6 regular casuals who mainly work within the early years, as PTSA or in the out of school provision which is suspended at present.

There are 15 qualified teachers including the Headteacher, 2 teachers are pregnant and will be working from home – they have been assigned the task of maintaining the home learning blogs. 3 other teachers are deemed clinically vulnerable currently none of these staff have been child facing but have been socially isolating since the school closure on 20th March 2020.

10 HLTAs regularly lead lessons, currently one is shielding and 2 are clinically vulnerable. Of the 10 teaching assistants, 2 are shielding at home, 2 others are working as 1 to 1 support for children with EHCPs.

The non-classroom based staff include the administration team (2), the kitchen team (4 staff one of whom is clinically vulnerable) and the cleaning team (4).



Identified issues and procedures to mitigate risk:

- Clinically vulnerable members of staff will return to school in June following a personalised risk assessment.
- Clinically vulnerable staff assigned non – contact duties where and when possible.
- Consideration of work life balance to address anxiety – daily PPA time provided by early finish to school day.
- Senior leaders accessible by all staff to address any concerns.
- Initially 2 members of staff assigned to each bubble to enable breaks.
- PPE available for first aid, nappy changing and contact with suspected cases of COVID 19.
- Tabards have been ordered for staff, this will enable them to have a supply of tissues and hand sanitiser on them at all times as well as their mobile phones should they need to contact the school office or a member of the senior leadership team.
- Staff will not take books home, marking expectations will be relaxed, children will be encouraged to self - mark in KS2 and verbal feedback will be given

Schedule for the reintroduction of children

Phase 1 (from 1st June 2020) – the reintroduction of Early Years children, Year 1 and Year 6 children.



Monday 1st June

– Key Workers' and Vulnerable Children Bubble 1 in Studio, Bubble 2 in the Learning Hub and Bubble 3 in Maple.

Tuesday 2nd June

– Cherry / Bubble 4(4 children) and Apple / Bubble 5 (9 children)

Thursday 4th June

– Reception / Bubble 6 in Plum class (14 children)

Tuesday 9th June

– Year 1 / Bubble 7 in Beech class (12 children)

Thursday 11th June

– Year 6 in Larch / Bubble 8 (10 children), Rowan / Bubble 9 (11 children) and Sycamore / Bubble 10 classes (11 children)

Refer to Organisational Overview - Appendix 1



Identified issues and procedures to mitigate risk:

- frequent hand washing and use of alcohol gel where necessary
- reduced mixing - once established, children will work and play within their bubble.
- clear communication – through parent letters, joining instructions and signage.
- use of the outdoor learning environment.
- All break and lunch times will be staggered and each bubble will be allocated its own play area and outdoor toys.
- Children will be asked to bring a named water bottle to school each day and this will remain on their allocated desk (KS1 and KS2) or in the Nursery Kitchen.
- The children will be informed not to bring book bags, PE Kit stationary or toys to school.

