

## **Great Bradfords Junior School**

### **Our Approach to the Partial Reopening of Schools – COVID-19**

From the 1st June 2020, the government has asked schools to partially reopen. Schools across the UK were closed on 20 March 2020 and have only been operating for children of essential workers and vulnerable children. As we are a Junior school, we are expected, from 1st June, to partially reopen for Year 6 pupils. We are committed to providing a safe environment and have undertaken a robust risk assessment to mitigate, as reasonably as we can, against the risks of reopening a school. We have considered government guidance and alongside support from Essex County Council, we have produced a detailed plan to ensure all children, their parents and the school staff are as safe as possible while they are on site.

This policy outlines our approach to ensure all measures are in place to avoid, as much as we possibly can, spreading the virus.

#### **Effective infection protection and control**

There are important actions that children and young people, their guardians and those who work with them can take during the coronavirus outbreak to help prevent the spread of the virus.

Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets settle on and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education and social care settings.

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

At Great Bradfords Junior School, a range of approaches and actions will be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. For children attending school, we will produce a home/school agreement which will be signed by children, parents and staff to ensure we all abide to the content in this policy to ensure everyone's safety is prioritised.

Great Bradfords Junior School is committed in supporting families at this uncertain time. We understand that this choice, as to whether or not you send your children back to school, is a difficult one, but whatever option each individual family chooses, it will be supported and respected.

Mr Justin Wrench

Headteacher

## **Curriculum Offer**

The transition between primary and secondary education faces many challenges. The children in this Year 6 cohort have missed significant learning time at a crucial point in their educational journey. Our staff will deliver a targeted plan that will ensure the children leave Great Bradfords Junior School ready for their secondary school journey. We must also take time with the children to reflect on this unprecedented situation and will support their emotional wellbeing.

Therefore, we will:

- start each day with a circle time session so that children can share experiences and celebrate successes of their time spent at home
- for children who require additional support, Mrs Shead and/or Mrs Taylor will be available on some days to support the children with this transition back into school
- teach focused mathematics and English lessons every morning so they can begin their new school academically ready
- the planning of these lessons will be provided by Year 6 teachers and they will provide resources to all groups
- spend some sessions, weather dependent, outside. We will plan a rota so we can avoid groups mixing. As an example, sessions could include the use of the allotment, den building and pond areas; PE sessions, e.g. athletics; or outdoor art
- plan, design and transform an underused area in the school into a communal area

## **Uniform and Equipment**

As the children are returning to school for academic purposes, we expect all children to wear school uniform. They must bring a PE kit in each day and a named water bottle.

They will also need to bring their own pencil case and, as a minimum, it will need to contain: colouring pencils, a pen, pencil, sharpener, ruler and rubber. Children will not be able to share equipment.

Due to the expected sunny, summer weather, we advise that the children bring in a hat and sun cream. Obviously, the children will need to be able to apply this themselves.

The children must take all their equipment home each evening and clean it.

## **Cleaning, Hygiene and Health & Safety**

- prior to June 1st, all areas of the school and equipment will be deep cleaned to safely teach up to 90 Year 6 children plus children of essential workers
- all classrooms will be provided with anti-bacterial spray and paper towels
- paper towels are strictly single use and must not be used to wipe down multiple surfaces. As a result, cloths must not be used
- staff with responsibilities to clean will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- surfaces that children are touching, such as, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal
- handwashing facilities for children and staff will be available and cleaned regularly
- hand sanitiser will be provided in classrooms; it must be taken outside when learning outdoors
- additional anti-bacterial dispensers have been purchased to be fitted in corridor spaces and near entrance and exit points
- interior doors and doors leading to the playground, wherever possible, will be open to avoid cross contamination and has been reviewed in line with our fire risk assessment
- staff will ensure all doors and windows are closed at the end of the day
- in case of a fire, a sweep of the building will be made by a designated staff member to ensure all doors, where possible, are closed
- if using computers, a thorough clean of the suite must be carried out before its next use; all keyboards, each mouse and monitor, as well as, stalls and work stations must be cleaned by one adult after the other adult has taken the group back to class
- PE equipment must be cleaned after use

### ***Children and staff will:***

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
- clean their hands on arrival at the school, before and after eating, and after sneezing or coughing
- be encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze, and use bins for tissue waste ('catch it, bin it, kill it')

**Staff will:**

- give reminders to children and young people who have difficulty cleaning their hands independently. Increased signage will be placed near toilets, sinks and in classrooms
- ensure that bins for tissues are emptied throughout the day
- open windows to allow ventilation
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed

**Please note:**

- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting
- Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at school 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. The wearer must then clean their hands.

**First Aid Procedures*****To ensure we can support a child when they have hurt themselves or are unwell:***

- a first aider will be allocated to every group, who will carry out first aid for any minor bumps or grazes
- a first aid kit will be provided, with gloves, to administer first aid
- any used products will be disposed of in the medical room by an adult after first aid has been administered
- each room will have their own first aid log, which will be handed into the school office at the end of each day for monitoring
- where there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then these children should be sent to the First Aid room where they will be attended to by allocated staff (Mrs Hart or Mrs Banks), who will be provided with additional PPE such as, eye protection, a fluid-resistant surgical face mask and an apron, which should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- if a child becomes unwell with symptoms of coronavirus, they will be isolated in the room opposite the First Aid room, formally the Deputy Head teacher's office.

## **Disposing of PPE and Waste from People with Symptoms**

To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:

- put it in a plastic rubbish bag and tie it when used
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

- we will have a location with 5 separate bins to store this waste, so that we can manage this safely and ensure each bag of waste is stored for a minimum of 72 hours.

## **Health & Safety Checks**

We have ensured all health and safety checks have been undertaken around the premises and building compliance checks are in place, e.g. water treatments, fire alarm testing, PAT testing, boiler and heating services and we have upgraded our internet services.

## **Social Distancing Measures**

From our questionnaire, sent to Year 6 parents on Thursday 14th May 2020, we believe our plan will allow us to accommodate all children, Monday to Friday, whose parents have told us that they will be returning on 1st June 2020.

*An email will be sent out in advance to notify parents of their child's classroom so they know where to go once they have arrived on June 1st. This will remain their base for the end of the term.*

## **Classrooms and Groupings**

We have measured every classroom and each room can accommodate ten children sitting at a safe distance. Therefore, the maximum size of each group will have no more than ten children and two adults. Where possible, this will be a teacher and an LSA. Unfortunately, we cannot guarantee this will be their child's class teacher or all groups will consist of children from the same class. Year 6 siblings will be grouped together.

## **Arriving at School**

Each group will be allocated a staggered time to arrive at school between 8:45 and 9:15 in ten-minute intervals. This may change once we have trialed the system.

Great Bradfords Junior School will apply a strict one-way entry and exit system and expect all families to make arrangements to drop off and collect their child/ren to ensure social distancing measures are strictly adhered to, to and from school. If the measures the school implements are disregarded in the wider community, it will put other children, staff and your family at risk.

Pupils, with a maximum one parent or responsible older sibling, who may also have other children with them attending the infant school, will enter the school premises near the bike shed entrance and drop their child off at the main reception – **not the usual pupil entrance**. Mrs Dickens will take the register at this point, and the children will need to be prepared to answer whether they are having a school dinner or have a packed lunch, and then continue to their allocated room. This will further avoid any further cross contamination amongst staff.

There will be clear markings 2-metres apart. Resist overtaking another family and respect others by keeping your distance and ensuring younger children, you may have with you, keep their distance. **We will not be able to store bikes or scooters on site** and we strongly encourage families, where they can, to walk to school.

Once your child/ren have entered school, exit via the gate at the top of the slope, directly opposite the school reception, and, if possible, avoid using the railings for your own safety.

## **End of School Procedure**

As above, each group will be allocated a staggered time to leave school between 14:40 and 15:10 in ten minute intervals. This may change once we have trialed the system.

The same one-way route will apply at pick up times. A member of staff will be in the reception area with group lists so we can record when a responsible adult arrives to pick them up. We will use the school hall as a holding area for your children in this time. We will not release a child unless someone comes to collect them.

If you miss your allocated time you will be asked to wait until all other groups have been collected because your child/ren will be returned to their room to avoid contact with others. For your information, children of essential workers will be picked up from 15:15 so please arrive promptly.

## **Parents Contacting School**

We are not able to allow parents into the school building at all and recommend you call the school between 9:30 and 14:30 or before and after school hours. Alternatively, you can email [admin@gbjs.co.uk](mailto:admin@gbjs.co.uk)

## **Absence Reporting**

- for parents who have accepted a place for their children in school, you must contact the school, where possible, before 8:30 if your child is unwell and cannot attend.
- for parents of Year 6 children, who have opted not to send their children to school, you do not need to let us know each day that they will not be attending.

**We will:**

- ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
- ensure that the same teachers and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days
- have a team of staff to support each group, who will remain with only their one allocated group until the end of term
- ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day
- children will sit in the same seat every day, whilst recognising some learning will take place outside

**We will promote and implement social distancing by:**

- walking along the corridor spaces using a one-way system. Markings on the floor will clearly indicate the direction of travel. There will be some areas where giving way will apply: e.g. children or staff leaving a classroom must give way to anyone already walking along a corridor before leaving their room
- ensuring the children keep their bags and other belongings under their table in the class they will be learning in. This will avoid unnecessary queuing and reduces the risk of contamination and transmission in corridors

**Break and Lunch Times**

We will stagger break times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.

We will also stagger lunch breaks. Staff and children will clean their hands beforehand and eat their packed lunch at their tables in the groups they are already in. Groups will be kept apart and tables and hands should be cleaned after they have eaten.

Social distancing measures will apply for children who eat a school dinner. Once they have collected their meal, they will return to their allocated room to eat it. They will wait until all have eaten their lunch and then take their trays back to the kitchen. This process will be under the supervision of a Mid-Day Assistant. When on the playground, groups will be allocated a designated area to avoid contact with other groups. Children will be given the opportunity to go to the toilet before going outside.

**Toilet Arrangements**

We will ensure that toilets are no longer assigned to specific genders, as is common in many schools. This will enable us to implement a 'one in, one out' policy so that only one child uses each restroom at a time. Children will be supervised by an adult when walking to and from a restroom and they will check no one is in there already. This change will reduce the need for pupils to queue in corridor spaces. These areas will be cleaned, by an onsite cleaner, after every use, e.g. cubicle handles, flush handle, soap dispensers and taps. This will help to avoid cross contamination.

### **School Dinners**

We are trying to secure a facility to enable us to go cashless. More details on this will follow soon. To help with ordering of food we will need you to book a week in advance if you wish for your child to have a school dinner. Children entitled to Free-School Meals will continue to receive a meal and do not need to pre-book.

We will be launching a 3 week rolling Summer Menu and this will be sent home soon.

### **Clear Desk Policy**

Just as children will be taking all their belongings home, we will insist all classrooms operate a clear desk policy. This means that at the end of the day all desks will be clear to avoid cross contamination between staff. All staff will be issued with their own personal white-board and marking pens. They will be required to clean and store these safely, away from others, until the next time they are in.

### **Breaches to this Policy**

Great Bradfords Junior School will have the highest of expectations for all children, parents and staff to ensure everyone on the school site remains safe.

For children attending school, they will bring home on the 1st June, or the first day they attend, a home/school agreement, which will outline expectations for children, parents and staff and will be signed by all parties. Failure to return this signed within the first week, may mean we can no longer offer your child a place.

Mr. Wrench will monitor the implementation of this policy and ensure all staff are briefed and trained. Where any breaches are made by staff, this will be dealt with swiftly and retraining will be issued immediately.

Where a child continuously breaches this guidance, we will consider whether we can continue to provide a place. A teacher or senior leader will hold a telephone call conversation with parents to notify them of the breach and associated consequence.

## Frequently Asked Questions

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved to our isolation station room where they can be isolated behind a closed door. The window should be opened for ventilation.

If they need to go to the toilet while waiting to be collected, they should use a separate restroom in the Year 6 area. The restroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill, or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus in a setting?**

**Staff must notify Mr. Wrench immediately via telephone. Parents must email or phone the school immediately.** When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting must be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In

some cases, a larger number of other children, and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole group or year group. Where settings are observing guidance on infection, prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### **Should face masks be worn in school?**

No. Wearing a face covering or face mask in schools or other education settings is not recommended – with the exception of when supporting someone who has been taken unwell with COVID19 symptoms.

### **Should educational settings ask parents to report pupils' temperatures at the start of each day?**

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

### **Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

### **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the [full list of essential workers](#). Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

### **Can staff be asked to undertake different roles?**

Yes. Flexibility is essential at this time and staff may need to be re-deployed to meet needs. Any temporary re-assignment of roles/tasks must be within the area of competence of the individual.

**Will all staff members be issued with PPE, especially for, but not limited to, first aid, and are there are adequate stocks available?**

Staff members administering First Aid will be given PPE as outlined in the policy. Otherwise, PPE is not recommended for school staff.

**Will Breakfast Club reopen?**

We have no plans as yet to reopen Breakfast Club. If we have adequate demand, then we will reconsider this decision. Meanwhile, as none of these staff members can serve breakfast from home, they will be redeployed accordingly.

**Will all Mid-Day Assistants be required due to a decrease in pupil numbers?**

Yes. It will be unlikely that we will require all MDAs in school at once. We would also most likely need to re-deploy some MDAs to cover other roles.

**Are you thinking of splitting the Year 6 into classes of 10? Then having 9 classrooms used? Or were you thinking of 15 in a class - depending on the size of the class room.**

There is no way our classrooms can accommodate 15 children safely at present. Although this is government guidance, the school does not support this advice and, therefore, will limit class sizes to 10 at present. Some classes can fit up to 12 but we will wait to see how we implement these plans safely at first.

**Will staff be sticking with teaching the same group of children?**

Yes – this way we can easily track and trace if we have any confirmed cases of Covid-19. We can also limit the transmission of the virus.

**Will the children be expected to come in school uniform?**

Yes.

**Are we teaching English, maths, reading etc? If so, how will this be organised? Stand alone lessons? Lessons that follow on for the course of a week? Will it be planned on a weekly basis? How will it be communicated between teachers, in on different days, what has been taught?**

It is expected that staff deliver lessons across a range of subjects. The planning will be provided by the Year 6 team. Each class group will be supported by an allocated group of teachers, HLTAs, cover supervisors and LSAs. Two staff will support the children each day so feedback will be provided to the children and a short summary to the staff group of how the day went. The plans can be annotated, electronically on a shared document so that everyone is informed of how the day went. All staff have emails so it is suggested to set up a group email and communicate this way.

**Will there be hand gel/sanitiser put in each classroom? Will bins have lids and be emptied regularly? Who will be emptying them during the day?**

Anti-bacterial foam for hands and spray for cleaning along with paper towels will be provided to each room. Bins are not required to have lids but we will have a cleaner on site throughout the day to oversee bin collections and sanitise toilets after each use.

**Will children be in every day or will there be a choice as to when parents send their child in?**

We will be offering education on a full-time basis.

**How many children are you expecting to be in a group with an adult? Will there be an LSA as well?**

No more than 10 initially although some classrooms have capacity for up to 12. All groups will be taught by 2 adults while we have enough staff available, but it would also be reasonable for a teacher to teach up to 10 children.

**Will there be timetable drawn up for when each group can be outside for outdoor learning so not everyone is out at the same time?**

Yes.

**Will we be required to clean door handles and tables regularly during the day?**

Yes. The staff in each room will also be required to clean various other equipment/areas, which the children/adults make contact with, e.g. chairs, light switches, computers, PE resources etc.

**Will we have gloves and masks available to wear, in particular if a child in our group displays symptoms?**

Staff administering first aid to children displaying symptoms will have access to PPE. Staff need to stay alert to children displaying symptoms and send them to the Medical Room immediately. Gloves will be available to trained first aiders administering care for minor bumps or grazes.

**Will a deep/thorough clean happen at the end of each day/weekends?**

The school will remain closed at weekends to give everyone a well-earned break. Staff will be responsible for cleaning tables and the general classroom/office environment where they are based. An on-site cleaner will keep on top of communal areas throughout each day and either before or after school cleaners will attend to hoovering and other cleaning duties.