



The Holy Spirit plan to return to school 8th March 2021

In order to be in a position to open our school doors to all our children, we have made the provisions set out in this document. Our priority is the health and safety of our community. Our partial re-opening plan is based on the guidance from the UK Government released to the public on Feb 2021

Guiding principles:

1. To prioritise the safety and health of children, parents and staff;
2. To minimise the risk of transmission and infection;
3. To ensure that school welcomes back all children and provides a quality education with a focus of health and wellbeing.

Organisation:

All children in all year groups are expected to return to school on the 8th March 2021

- Children will be taught in their class bubbles
- Each 'bubble' to remain within their classroom except to go to the toilet, playtime, lunchtime and use outside areas;
- We will use all classroom doors at the start and end of the school day
- Strict toileting and handwashing provision to be continued
- In order to reduce the risk of infection and transmission, children will endeavor not to mix with other bubbles.
- Staff will adhere to 2m and when this is not possible staff are to wear face masks.
- Staff are to wear face masks when in communal areas and on the school yard at the beginning and end of the day.
- Staff are allowed to operate across different classes.
- Lunch times are in two sittings Reception KS1 and Year 6 / Year 3/4 and 4/5
- Children to have their own stationary sets and are encouraged not to share if possible;
- The reception area by the window is where children will be seated if they need to go home through isolation or feeling ill

Allocation of Children:

The playground will be divided into "zone areas" for KS1 and KS2 that will be rotated so all children have access to the playground areas.

Lunchtimes will be staggered for KS1 and KS2.

Reception children will use the courtyard only in their own bubble.

Breakfast and After School Club

Breakfast club (8.00am 8.45am) and after school club (3.10-4.30) will resume for our keyworker children and those who are vulnerable at this point; this is so that numbers are kept to a minimum for now. We hope to extend this soon.



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	Drop off time:	Entry point to be used for drop off & collection:	Break Time:	Lunch Time: Dining room	Lunchtime Playtime:	Collection time:
Reception Year 1 Diamonds	Classroom doors and school gates will open at 8.45 -8.55	KS1 Cotterill gates follow one way system to the side gate at the main entrance	10.15 Continuous provision Courtyard	11.50 1 st sitting Children will wash hands before entering the dining room	12.25 12.50	15.00 Cotterill gates to classroom doors
Year 1&2 Emeralds	Classroom doors and school gates will open at 8.45 -8.55	KS1 Cotterill gates follow one way system to the side gate at the main entrance	10.30 playground in rotated designated area	12.00 1 st sitting Children will wash hands before entering the dining room	12.30 12.55 Wash hand and be in class for 13.00	15.00 Cotterill gates to be collected from classroom doors
KS2 Sapphires Yr3/4 Amethysts Yr 4/5	Classroom doors and school gates will open at 8.45	Brackendale gates enter onto main playground and go to classroom doors	10.30 playground in rotated designated area	12.30pm 2 nd sitting	12.00 12.25 Wash hand and be in dining room for 13.00	15.00 pm KS2 gates children will be dismissed from classroom doors
Topaz Yr 6	Classroom doors and school gates will open at 8.45	Children will enter by Brackendale gates onto the main playground and go to their classroom doors	10.30 In rotated designated area	12.00 Yr 6 children to be served first. Yr 6 will leave the dining hall once they have finished and follow the back path out to the playground	12.25 12.55 Wash hand and be in class for 13.00	15.05 Children leave by classroom door.

1. Middays are to ensure that children are in class and hands are washed by 1.00pm. children are to read while they wait for teachers who will be in class by 1pm
2. First aid station for year 1 during playtime and lunchtime is outside KS1 area
3. First aid station for year 6 during playtime and lunchtime is outside KS2 area



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Hygiene

All staff need to wear PPE if dealing with incidents that involves close contact with a child where possible.

Actions:

If children need to be changed because of incontinence, Obviously we would not leave a child in discomfort and will always treat pupils with dignity and respect therefore, we will encourage children to change themselves where possible. For the safety of all staff in extreme cases - parents will be contacted to collect their child. Reception children will be assisted to be changed and parents will be informed. Staff who assist children to the toilet in these cases need to leave the door open ajar (no other staff is needed to assist.) HT will also be available to assist children in any bubble.

Staff are to wear face masks in communal areas of the school where 2m distance cannot be maintained. Staff may choose to wear face coverings in class but this is not compulsory. Children are advised not to wear face masks.

Children will wash their hands

- When they arrive at school,
- Before and after break
- Before and after lunch
- When they use the toilet
- At the end of the day

Systems in place

1. Extra cleaning of surfaces in the classroom will be done after each lesson and at midday by school staff (teachers and TAs).
2. All classrooms will be provided with spray bottles and cloths that need to returned to the hall each evening to be refilled the next morning
3. Middays will work on a rota to clean and disinfect toilets and sinks throughout the day. This will be recorded and monitored.

Other locations:

Hall: The hall will be used for assemblies (2 bubbles at any one time).

Lunchtimes which will include 2 sittings

For lessons, if staff which to teach in a wider space e.g. drama, dance and music.

School office: The School Office will be staffed by Mrs Dineley there must be restrict access to this area and people are asked to not lean into the office from the front window, but to stay behind the 2m barrier

Library: The library can be used, computers need to be cleaned after use and cleaners need to know the room has been occupied.

Corridors: Children and staff should walk in single file and keep to the left where possible. Children must be taught to give way to others if they need to pass each other. Staff can access all school areas

First Aid (PPE Store)

PPE will be available in both key stage areas. If a child displays symptoms they will come to the front entrance via the courtyard and be seated by the window to wait for a parent.

Parents will be contacted.



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Lunch times:

In order to minimise the risk further, the kitchen will be regarded as its own 'bubble'. Children will be asked not to step back from the counter

Lunches will be prepared by the kitchen staff. Children may bring their own packed lunches these will be kept in the classroom.

Teaching staff will stay with children in classes until midday arrives. Lunch time play will be supervised by their allocated midday and Headteacher.

Classroom organisation:

Children will be expected to remain in classes most of the daybreaks. Desks will be front facing, 2 children per table. Staff will keep a 2m distance between other adults in the room.

Staff may choose to wear face masks in class if 2m distance cannot be maintained.

Windows will be opened in classrooms for ventilation.

Toilets:

2 children at any one time are allowed in the toilets and extra time has been given to accommodate this. Children need to be wait outside if the toilets are occupied by 2 pupils.

Provision of education:

Mental Health and wellbeing will continue to be a school priority. At this point, our priority is to allow children to resume schooling safely. Staff will ensure that children are educated at a level appropriate to their needs, identifying gaps with a focus on Reading, Writing and Maths, whilst maintaining a broad curriculum using other areas as opportunities to monitor wellbeing and practice core skills. Year 6 will also focus on transition to high school.

Collection and drop-off of children:

It is expected that all children are brought to school and collected on time. We encourage parents to wear face coverings and to avoid contact with other parents from their child's bubble. (Please inform the office if you are exempt.

It is imperative that parents leave the site as soon as their child is safely in school to facilitate safe social distancing and not gather near school gates.

On our return to school our main focus will be supporting our children's health and wellbeing. We anticipate many will be anxious and uncertain.

We will make every effort to ensure their return is as smooth and safe as possible.

Please ensure you are signed into the School Gateway. If you have any questions or concerns please feel free to contact me.

I look forward to seeing all our children at school on Monday 8th March.

Yours sincerely

Mrs L Connolly Headteacher