



**Ellingham & Woodton**

**Primary School Federation**

CHALLENGE

NURTURE

INSPIRE

**Summary of Schools Risk Assessment**

**September 2020**

**Bubbles**

* Children will be in class bubbles the majority of the time
* At some points during the day (mainly for break and lunch) the children will be part of an extended bubble, which will consist of 2 classes.

**Daily Routine**

* Years 1-6 will start back on 7th September 2020.
* Reception children will have a staggered start with ‘home garden’ visits during the first week, week two will be mornings only and week three full time (further information should have been received).
* School start and finish times will be staggered to ensure class bubbles do not mix.
* Parents/carers are reminded not to congregate chatting, to maintain social distancing and where possible send their child on their own from the park entrance gate. Car sharing is not permitted and families should not walk to school in large groups.
* Drop off and collection details;

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| **Class** | **Drop Off** | **Pick Up** |
| Willows | 8.40am | 3.05pm Collection at field gate |
| Oaks | 8.50am | 3.15pm collection at the field gate |

Ellingham has three staggered starts based upon family groupings. Group 1, Group 2 & Group 3 – parents will be informed which group they are part of.

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| **Class** | **Drop Off** | **Pick Up** |
| Group 1 (mainly Sparrows & siblings) | 8:40am | 3:00pm |
| Group 2 (mainly Skylarks & siblings) | 8:50am | 3:10pm |
| Group 3 (mainly Swallows & siblings) | 9:00am | 3:20pm |

* In the event of inclement weather doors will open earlier for bubble drop offs but parents encouraged to stick to timings.
* Miss Read/Mrs Querelle to supervise at the start and end of each day.
* Pupils from each class bubble will enter and leave the school through different doors in order to prevent cross-contamination.
* Willows main double doors
* Oaks classroom side door
* Sparrows red classroom door
* Skylarks glass link corridor door
* Swifts classroom exterior door
* Swallows classroom exterior door
* There will be a slight change to the cloakrooms – Swifts and Skylarks will swap, so that Skylarks use the pegs in the link corridor and Swifts use the pegs outside Skylarks classroom.
* Staff to supervise and stagger children’s access to their pegs.
* Breaks, lunchtimes and outdoor learning times will be staggered, with staff in bubbles covering each other.
* Fruit & Veg will be provided for Key Stage 1.
* Toilets for pupils will be operated using the ‘toilet pass’ system whereby a pupil leaves a pass outside the toilet door to inform anyone else arriving that the room is occupied and they must then wait – at a distance – until the toilet is free.
* Paper towels to be used in place of inefficient hand dryers.

**Lunchtimes**

* We are having packed lunch options only until half term.
* Packed lunches will be delivered to class bubbles by office staff.
* Lunches will be eaten in classrooms and MSAs to look after children during outside play maintaining social distancing;
* Willows eating 12–12.30pm, outside 12.35-1.15pm
* Oaks eating 12.30-1pm, outside 12-12.30pm
* Sparrows eating 12–12.30pm, outside 12.35-1.15pm
* Skylarks eating 12–12.30pm, outside 12.35-1.15pm
* Swifts eating 12.30-1pm, outside 12-12.30pm
* Swallows eating 12.30-1pm, outside 12-12.30pm
* At the end of lunch children will line up using markings on the playground to ensure social distancing and will be collected by their class teacher or teaching assistant.

**Outdoor Equipment**

* Children can use the outdoor large equipment.
* There will be a clear one way system in action and clear rules about how many children can be on a piece of equipment.
* Hand sanitiser gel will be used by pupils before and after using the equipment.
* Other outdoor play equipment will be cleaned after each class bubble has used it. Staff will spray the equipment with antibacterial spray/Milton at the end of their session so it is ready for the next class bubble.
* Benches outside will be marked to promote social distancing

**In the Classroom**

* Arrangement of furniture within each classroom will be at the discretion of the class teacher dependent upon age of pupils and layout of the room.
* Pupils will be provided with their own set of frequently used items, such as: pens, pencils, ruler, whiteboard etc…
* Pupils and parents are discouraged from bringing personal items into school.
* Classes will maintain good ventilation by opening windows and propping doors open.
* Teachers are permitted to take pupils exercise books home to mark, maintaining appropriate hygiene expectations.
* Peer to peer marking will not be allowed in class.
* Visualisers will be used in order to share practical demonstrations, modelled work and/or children’s work.
* Adults will try to remain at the side of pupils and above them whenever possible.
* Staff will maintain social distance where possible when working with pupils or sharing work (see point above).
* Some children will be social distancing champions
* PE bags, book bags and coats will remain on the pupil's peg where possible.
* A Recovery Curriculum will be used to support children’s mental and emotional wellbeing giving opportunities to talk about emotions and experiences (more details will be posted on the website)
* Children will be taught about the symptoms of Covid-19 and taught how to wash their hands and use hand sanitiser effectively.
* Music lessons will focus on improvising, exploring and playing non-wind or brass instruments, composition, notation, listening and appraising music.
* Activities involving raised voices will be avoided.
* Laptops and Ipads will be wiped with an anti-bacterial wipe before use.
* Frequent touch spots will be sprayed with Milton/antibac regularly by staff within their bubble.
* Reading books, once returned, will be placed in a box and left for 72hours.

**Assemblies**

* These will be pre-recorded and delivered in class bubbles to prevent the mass gathering of pupils and staff. The structure will be as follows:
* Monday - Collective Worship with DR
* Tuesday – Class Assembly (PSHE)
* Wednesday – Reverend David
* Thursday – The Big Question in class (ideas from AS/AW)
* Friday – Storytime and Celebration SQ

**PE, School Clubs & Extra Curricular**

* Sports coach (Woodton only) will be in for one day per week and use the outside space, maintain social distancing where possible and infection control when entering school and each bubble.
* After school clubs at Woodton will be open to one class bubble at a time and alternate each half term (more details of clubs will be sent separately).
* At Ellingham external provider after school clubs will be offered to individual class bubbles whereas the school run daily club will be offered to all pupils with social distancing measures in place. (Further details will be sent separately).
* The choir will not resume straight away, but we are hoping that this will be able to continue later in the autumn term.
* Spare school PE kit will NOT be loaned to pupils. If a child is without their kit, PE will be done in their uniform.
* The use of PE bibs during PE will be avoided.
* Shared PE equipment will be cleaned after use ready for the next bubble.
* Peripatetic music teachers will resume teaching. They will adhere to strict social distancing and hygiene measures, working 1:1 with pupils.
* Swimming will not be starting yet, we are awaiting further guidance.
* Educational visits will not resume yet, we will review this in October.

**Visitors and Meetings**

* Visits by trades people are discouraged during the schools’ opening hours, occurring before 8am or after 3.30pm except in the case of an emergency.
* When booking appointments visitors will be made aware of hygiene expectations and safety measures in place. Upon arrival they will be directed to the set guidelines in reception and the Office reception window will remain closed.
* Clear records will be kept of all visitors to site to support NHS ‘Track and Trace’ program.
* Records of contacts will be updated on a daily basis.
* Parents/carers will only attend the schools for essential meetings which can not happen via telephone or TEAMS. These meetings will take place in the Library and will be socially distanced.
* All 1:1 meetings to be authorised by the Headteacher.
* Staff meetings and training will be conducted via TEAMs where possible.
* Parents’ Evenings will be conducted virtually – details to follow in the Autumn term.

**General Site Information**

* Staffrooms – these will be available for staff use but staff must maintain their bubbles where possible and/or social distancing expectations. Staff to stagger breaks and organise within bubbles.
* Air conditioning units have been reviewed by office staff and engineers to maximise the intake of fresh air and will only be used if safe.

**Extra Cleaning**

* Schools will be deep cleaned over the summer holidays
* All contact points (e.g. light switches & door handles) will be cleaned twice daily.
* Each bubble will have additional cleaning products to reduce the risk of cross contamination on frequent touch spots.
* Extra bins have been provided for the disposal of tissues.
* There will be hand sanitising stations outside each bubble, at the office, outside the toilets and near outdoor equipment.
* Toilets will be sprayed with anti-bac spray at lunchtime by the Miss Read/Mrs Querelle.

**Keeping us all safe**

* Parents are requested to check their child’s temperature on a daily basis before coming to school. Please do not be offended if staff ask the children how they are feeling.
* If a child or member of their household displays symptoms they MUST NOT come to school and arrange for a test immediately.
* Staff will not be wearing face coverings as these hinder communication.
* Staff will wear PPE only when administering first aid where social distancing cannot occur or in a suspected Covid case.
* Fire evacuation procedures have been adapted to the current situations and we will have fire drill practise at the beginning of the term.

**Suspected Covid Cases**

* If a child displays Covid symptoms they will immediately be isolated to the Nurture room with a member of staff in PPE and maintain social distancing.
* Parent/Carer will be notified and asked to collect the child immediately and asked to arrange a test.
* Other parent/carers of the bubble will be notified with a letter via email on the same day.
* The bubble will remain open until a positive result is confirmed.
* Parents/Carers within the bubble will be notified of both positive and negative results. In the case of a positive result families will be told to self-isolate for 14 days via email.