

**PLAN FOR SEPTEMBER OPENING WATERWELLS PRIMARY ACADEMY (Updated July 2020 for September 2020)**

PHE – minimising risk, essential measures:

- Those who are ill, must stay at home
- Robust hygiene
- Enhanced cleaning
- NHS Track & trace engagement
- Consideration to reduce contacts and maximising distance between those in school
- Grouping pupils together and avoiding contact between groups
- Staff maintaining distance pupils and other staff as much as possible

Group	Classroom	Staff member 1	Staff member 2	MDSA/ lunch support	Drop off time/location	Collection time/ entry/ location	Toilets	Lunch	Play area
Pre-School - AM	Left POD Duckling	Mrs Harrison	Mrs Hall	N/A	8.30am Back POD gate (New Pre-school entrance)	11.30am Back POD gate (New Pre-school entrance)	POD	N/A	POD decking
Reception	Wren	Miss Lanceley	Miss Rankin	Reception TAs and MDSA:  Mrs Walters Mrs Sidorowicz	9am Main gate	<b>*When full time:</b> 3pm Enter via main gate. Collect from Reception outdoor area wooden gate.	Reception shared toilets	Eat in classroom 11.40-12.10  SR / CS HL/CW	12.10-12.30 MUGA  SR/HL
	Robin	Mrs Savage/ Mrs Stockwell (Jobs share)	Mrs Lowe		9.05am Main gate	<b>*When full time:</b> 3.05pm Enter via main gate. Collect from Reception outdoor area wooden gate.			
Year 1	Penguin	Mrs Young/ Mrs Bingham (Job share)	Miss Worrall  Mrs Allen AM SEND TA (PT)	Year 1 TAs and MDSAs:  Miss Walsh	8.40-8.50am Main gate	2.55pm Enter via main gate. Collect outside Year 1 classrooms.	KS1 – Yellow toilets	Eat in classroom 11.45-12.10  AW/KA YF/BW	12.10-12.30 Main playground  AW/YF
	Puffin	Miss Read	Mrs Fernandez						

Group	Classroom	Staff member 1	Staff member 2	MDSA/lunch support	Drop off time/location	Collection time/ entry/ location	Toilets	Lunch	Play area
Year 2	Flamingo	Miss Keightley	Mrs Webley	Year 2 TAs	8.40-8.50am Car park entrance gate	3pm Car park entrance gate. Collect outside hall side doors.	KS1 – Blue toilets	Eat in classroom 12.10-12.35  JW/LSJ	12.35-1pm MUGA  JW/LSJ
	Kingfisher	Mrs Buckley	Mrs Sage-Jones						
Year 3	Crane	Mrs Duncombe	Mrs Dallimore SEND TA (PT)	Year 3 TAs  MDSA – Mrs Walters	8.40-8.50am Main gate	3pm Enter via main gate. Collect outside Year 3 classrooms.	KS2 toilets	Eat in classroom 12.15-12.35  KM/CF CW/KD	12.35-1pm Main playground  KM- Mon-Wed TS - Thur/Fri CF/KD
	Heron	Miss King	Mrs Morris 3 days shared  Mrs Fitzgerald SEND TA (PT)						
Year 4	Starling	Miss Vousden	Mrs Parker *Shared PMs	Year 4 TA: Mrs Parker RE  MDSA- Mrs Sidorowicz Miss Walsh	8.40-8.50am Back POD gate	3.05pm Enter via main gate. Collect outside year 4 classrooms. Leave via back POD gate.	KS2 toilets	Eat in classroom 12.10-12.40  TP/BW JE/CS	12.40-1pm KS2 back playground  TP/RE
	Raven	Mr Cutler	Miss Ellis SEND TA (PT)						
Year 5	Skylark	Miss Hassanjee	Mrs Fryer  Miss Ellis SEND TA (PT)	Year 5 TA: Mrs Fryer Mrs Ellis  MDSA – Mrs Walters	8.40-8.50am Back POD gate	3.05pm Enter via main gate. Collect outside year 5 classrooms. Leave via back POD gate.	KS2 toilets	Eat in classroom 12.40-1.05  RF / CW JE	1.05-1.30pm KS2 back playground  RF/JE/RE
	Swift	Mrs Darke/ Mrs Anderson	Mrs Franks						
Year 6	Owl	Miss Dando	Mrs Hipkins *Shared PMs Mrs Edwards SEND TA	Year 6 TAs: Mrs Hipkins  MDSA - Miss Walsh Mrs Sidorowicz	8.45-8.50am Main office entrance	3.05pm Enter via main office gate. Collect from outside the office.	KS2 toilets	Eat in classroom 12.40-1.05  DH/ CS JM/ BW	1.05-1.30 MUGA  DH/VE
	Eagle	Mrs Ralley	Mrs Mandeville AMs						

Lunch first aid: Mrs Franks (Back up first aiders: RF/DH/JW/YF/HL/SR)

<b>How will toilets be managed: numbers using, cleaning, staff supervision</b>	<b>Proposed management of parents on site (if approved)</b>	<b>Proposed management of lunchtimes</b>	<b>Proposed management of before/ after school club</b>	<b>Staff areas for breaks</b>	<b>Management of school office</b>
<p>Groups allocated to specific toilets. Staggered times for lunches (peak hand washing and toilet time). Adult supervision. Maximum number of children at one time (allocated on signage based on number of cubicles).</p> <p>First aid staff member allocated at end of KS2 corridor to aid toilet supervision. Staff supervision when a 'bubble/year group' queuing to ensure groups do not mix.</p> <p>Extra toilet cleaning during the day (KDouglas).</p> <p>Corridor markings divided &amp; marked with arrows for direction/flow of movement.</p> <p>Timetabling aims to keep movement around the site to a minimum.</p>	<p>Parents not on site for drop off (* exception – new Reception, who can enter in allocated zone). SLT, inclusion staff and TAs on a rota to oversee drop off at all gate entrances and to take messages.</p> <p>Parents on site for collection only. Staggered collection times to reduce numbers. 4 entrances/ exits to help minimise large volumes in one area. 1 parent to collect at one time. Marked out area around external classroom doors – no entry zone. Parents requested to follow social distancing guidelines and to leave promptly.</p> <p>Taped/ Barriers and floor markings with one-way one-way system in place.</p> <p>Signage to indicate directions for queue/ social distancing when dropping off and collecting children.</p> <p>Staff car park – closed for pupil access 8.30-8.55am and 2.55-3.10pm.</p>	<p>Staggered times (also facilitates staggered use of toilets). Packed lunches only. FSM and UIFSM packed lunches provided by kitchen. Non-FSM/UIFSM to bring in packed lunch from home. All children to bring in own drink from home. Packed lunches to be delivered to classrooms. Children eat in rooms. Pupils could eat packed lunches outside (weather permitting). MDSA allocated rota to support staffing and cleaning after eating. Year groups will have own designated area for outdoor play at a given time. Year group bubbles outside.</p> <p>All pupils will use external classroom doors for entering/ exiting for lunchtime/outdoor activities.</p>	<p>As per guidance, breakfast club and after school club to run, allocated POD right hand side room. Parents to be made aware that this will mean these children will be exposed to different groups before and after school. Club to keep consistent group as possible and to follow good hygiene/ hand-washing practice and cleaning of equipment and resources.</p>	<p>Staffroom (max 6 staff at any one time, 1m+ / social distanced).</p> <p>Allocate area of field space/ POD decking available for staff. Max. 6 staff, social distancing at 2m where possible, otherwise 1m+ when together.</p> <p>Staff reminded of government guidance to keep social distancing between adults as much as possible.</p>	<p>Any contact parents need should be via phone/email. Parents are not to come to the office unless by prior arrangement with Head of School/ administrator.</p> <p>Keep screen across.</p> <p>No cash payments – cashless.</p> <p>Hand sanitiser at Reception.</p> <p>Deliveries – directed to be left in foyer – not to enter further into the school. Non-essential post and deliveries to be placed in quarantine before handling. Store in office lockable cupboard where possible for 48 hours (72hours for plastics) before distributing throughout the school. Sanitise/hand wash after handling. Kitchen deliveries – to be left at kitchen door.</p> <p>Early collections – parents must telephone the office and agree external collection point and time.</p> <p>Maximum number of adults in office at any one time.</p>

<b>Organisation of PPA</b>	<b>Suggested organisation of home learning</b>
<p>Covered by PPA staff rota: Mrs Anderson, Mrs Whittaker, Mrs McKerrow and Mrs Young. Where possible, staff to remain 2m from pupils where circumstances allow. Ensure consistent and regular hygiene practice.</p>	<p>If Home learning will continue with weekly overviews for any that notify pupils shielding or in the event of local lockdown. Use of Oak Academy &amp; alongside online subscriptions: Bug club, Times tables Rockstars and Purple Mash for communication. Reception – use of Tapestry.</p>

## Any other things to be considered:

<b>Daily pupil briefing</b>	<p>This will cover all expectations as reminders for the children:</p> <ul style="list-style-type: none"> <li>• 'Catch it, bin it, kill it' / catch coughs sneezes with a tissue/ elbow, use bins for tissue waste</li> <li>• Hand-washing expectations: <ul style="list-style-type: none"> <li>○ Agreed times: Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly or use alcohol hand rub or sanitiser</li> <li>○ Hand washing reminders displayed in classrooms and toilets.</li> </ul> </li> <li>• Encourage not to touch their mouth, eyes and nose</li> <li>• Reminder of system for any movement around the school/ not leaving classroom/ mixing with other bubbles/year groups whilst in school, keeping distance, single file movement, no holding hands, agreed direction/system, distancing, not mixing with other groups, use of external classroom doors.</li> <li>• Use of resources - individual stationery packs, regular cleaning of shared resources.</li> <li>• Play expectations</li> <li>• Fire drill expectations</li> <li>• What to do if feeling unwell</li> </ul>
<b>Uniform</b>	<p>Pupils to wear school uniform.</p> <p>Parents must apply sun cream before children attend. Children can reapply in school themselves, but adults cannot do this for them.</p> <p>Children must only wear sensible shoes that they can do up independently.</p> <p>Children will keep their coat at their individual space in their classroom in order to further reduce the need to move around the space. Lunchbox on lunch trolley in the classroom.</p> <p>PE – Children will need to come dressed in PE kit on their PE day with appropriate footwear for physical activity. Plain black joggers can be worn in colder weather. Children should still wear their school jumper on top of their house coloured t-shirt.</p>
<b>Classrooms</b>	<p>Where possible and where space allows – forward facing desks/ seat pupils side by side.</p> <p>Remove any unnecessary furniture.</p> <p>Staff to avoid face-to-face contact and minimise time spent within 1m of anyone.</p> <p>Individual stationary packs for children / adults.</p> <p>Children need to bring in bottle from home for access to during the day.</p>
<b>Books</b>	<p>Reading books will be sent home.</p> <p>Any books read by a pupil will be placed in a tray in their room and will not used for 48 hours prior to being put back in circulation or cleaned in between individual uses/before being used again.</p>
<b>Extra curricular clubs</b>	<p>Extra curricular clubs (not including breakfast/after school) will only be facilitated if pupils remain in a consistent class group/bubble.</p>
<b>Visitors / other professionals</b>	<p>Visitors will only be permitted on site if essential i.e. safeguarding needs, contractors or for the support of pupils (educational or mental wellbeing). Visitors should adhere to social distancing guidelines. Where possible, meetings to be undertaken virtually/ remotely. Guidance states that schools can have supply teachers and specialist teachers, therapists/ SEND support visitors.</p>
<b>Forest school</b>	<p>Forest school provider can work with different groups to deliver curriculum / similar to that of PPA staff and specialist teachers. Hygiene practices in place.</p>
<b>Assemblies</b>	<p>Class based only. No whole school/hall assemblies. Can be virtual (technology permitting).</p>
<b>First Aid</b>	<p>Allocated first aid staff on duty and on call throughout the day. Back up also in place in case of absence.</p> <p>Where possible, the on call first aider will tend to the child outside the classroom, outside the external classroom door, taking a first aid kit to the location. Where this is not possible, the child may need to attend the designated first aid area at the end of each key stage corridor, but will be accompanied by the first aider.</p> <p>Normal PPE equipment to be worn (apron/gloves).</p> <p>Records to be kept of accidents in accident book as normal. Slips to be sent home.</p> <p>Meeting room prioritised for waiting space for child with suspected symptoms.</p>
<b>Fire drill</b>	<p>Fire drill muster point to remain at temporary field location.</p> <p>Large cones to be left on the field, labelled with class muster points. These will be sufficiently spaced out to enable social distancing of groups and to limit mixing of bubbles/year groups.</p> <p>Staff and pupils to be familiarised with new muster points, and access directions so that groups are not mixing and do not cross.</p> <p>Pupils to be briefed and a walk through drill to be conducted by each group. Practise drill in first week of term.</p> <p>Other fire procedures remain the same: wardens to check allocated areas if able, close doors, report to fire coordinator.</p> <p>Staff in allocated group to count pupils, take a role call and put hand up to demonstrate all children accounted for. Radio/phone use for reporting any missing children. Radio notification from senior fire warden when safe to return to the building. Pupils return one group at a time.</p>

**September 2020 Drop off and collection procedures**

Group	Class	Drop off		Collection	
		Time	Location	Time	Location
Pre-School	Left POD Duckling	8.30am	POD gate New Pre-school entrance	11.30am	POD gate New Pre-school entrance
Reception	Wren	9.00am	Main gate	3.00pm	Enter via main gate. Collect from Reception outdoor area wooden gate.
	Robin	9.05am	Main gate	3.05pm	Enter via main gate. Collect from Reception outdoor area wooden gate.
Year 1	Penguin	8.40-8.50am	Main gate	2.55pm	Enter via main gate. Collect outside Year 1 classrooms.
	Puffin				
Year 2	Flamingo	8.40-8.50am	Car park entrance gate	3.pm	Car park entrance gate. Collect outside hall side doors.
	Kingfisher				
Year 3	Crane	8.40-8.50am	Main gate	3pm	Enter via main gate. Collect outside Year 3 classrooms.
	Heron				
Year 4	Starling	8.40-8.50am	POD gate	3.05pm	Enter via main gate. Collect outside year 4 classrooms. Leave via back POD gate.
	Raven				
Year 5	Skylark	8.40-8.50am	POD gate	3.05pm	Enter main gate. Collect outside year 5 classrooms. Leave via back POD gate.
	Swift				
Year 6	Owl	8.45-8.50am	Main office entrance	3.05	Enter via main office gate. Collect from outside the office.
	Eagle				

- Only one parent to collect at any one time.
- Arrive promptly for slot times. Please say goodbyes before dropping off your child to avoid queue hold ups in gateways.
- Bikes and scooters cannot be brought/ left on site at this time.
- Years 1-6 – drop off is at the allocated gates; parents do not come onto site for morning drop off (only exception is the new Reception intake\*). Staff will be on hand to direct the children and take messages, which can be relayed to the class teacher. For essential communication, class teachers can be spoken to by prior appointment by the calling the school office, or at the end of the school day once all the children have been dismissed.
- \*New Reception parents will drop off children at the Reception wooden gate (but will not enter the Reception outdoor area).
- Please ensure social distancing measures are adhered to and follow government guidelines. Keep siblings close to you and ensure you leave the site promptly.
- Outside each external classroom door/outdoor area, there is a marked 'no entry zone'. Please do not enter this zone to support social distancing for staff.