



Reopening Plan GUIDANCE DOCUMENT

Runnymede St Edward's
Catholic
Primary School

September 2020

School Reopening Plan

The information within this document has been collated from several Government and Public Health publications www.gov.uk/coronavirus.

We are all in this together, Stay Safe

The purpose of this document

This document is designed to allow Runnymede St Edward's Catholic Primary School with the planning, managing and implementing, of the next of the Government's plans, to reopen schools in September 2020 safely.

Schooling bracket.

Primary School:	Phase 3: To provide a place for all Year Group children in September 2020
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How we will achieve this:

Resources. ALL ACTIONS TO BE COMPLETED APPENDIX ONE	<ol style="list-style-type: none">1. The Return to Work pre-questionnaire will be completed by all staff if not already actioned2. Up on receipt of the pre-questionnaire the Head Teacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity.3. Staff with underlying health conditions who have been instructed to remain shielding or classed as being at a very high risk of severe illness from coronavirus should continue to work from home.4. Staff with underlying health conditions who have been classed as being at high risk of severe illness have been advised to work from home if they can. Staff who cannot work from home should take extra care in meeting with the current guidelines. Extra protective measures may need to be put in place by the school. Example: temporary change in job role.5. Pregnant Staff may come back to work so long as an Expectant Mothers Risk Assessment is carried out and appropriate mitigation is in place prior to returning.
Child, Pupils, eligibility ALL ACTIONS TO BE COMPLETED	All children eligible to return in September will be told to do so. <ol style="list-style-type: none">1. Communication with the child's parent/carer will be made to inform them it is a requirement for their child to return to school as of 2nd September 2020. (unless there are exceptional circumstances)

	<ol style="list-style-type: none"> 2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at school (for the term commencing September 2020). 3. Classrooms will return to normal capacity and will be referenced as bubbles. 4. Pupils will remain in their bubble for the foreseeable future. This is to minimise the number of other people they will come into contact with. Children will be taught in the same bubble with the same teacher and will remain within that bubble for the duration of the school day ensuring contact with other bubbles is minimised. 5. Where a pupil is unable to attend school because they are clinically vulnerable or are following public health advice, remote education will be offered.
Classroom Bubbles	<ul style="list-style-type: none"> • We have identified bringing back Reception (EYFS) as one bubble, Years 1 to Year 6 will require 6 individual bubbles based on a single form entry. The school will stagger start and finish times where possible. • We will avoid pupils moving from one bubble to another and ensure where possible pupils do not need to move through another bubble to get to the toilet. • Movement along corridors will therefore be very limited to staff. • We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for all pupils. Staff will where possible maintain social distancing with other staff and pupils. <p>EYFS Classes: Staff members Mrs Farmer and Mrs Brophy will meet with children at the entrance of the bubble each morning at 09:00am and return the pupil to the parent at 15:00pm. EYFS Class will have their own entrances and bubble toilet and will not pass into any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members where possible will teach in this class for the foreseeable future.</p> <p>Year 1: Staff member Miss Whittle will meet with children at the entrance of the bubble each morning at 08:45am and return the pupil to the parent at 15:05pm. Year 1 Class will have their own entrance and toilet shared with another bubble if required. They will not pass through any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.</p> <p>Year 2: Staff member Miss Whelan will meet with children at the entrance of the Bubble each morning at 08:55am and return the pupil to the parent at 15:15pm. Parents will enter and exit through</p>

the pedestrian gate at St Edward's College. Year 2 Class will have their own entrance and toilet shared with another bubble if required. They will not pass through any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall.

The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 3: Staff member Mr Harvey will meet with children at the entrance of the main building each morning at 08:55 am and return the pupil to the parent at 15:00pm on the main playground in the dedicated Y3 area. Year 3 Class will not pass through any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 4: Staff member Mr Quilty will meet with children at the entrance of the main building each morning at 08:50am and return the pupil to the parent at 15:05pm. Year 4 Class will enter via the steps to the main building and share their toilets with other bubbles if required. They will not pass through any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 5: Staff member Miss O'Keefe will meet with children at the entrance of the main building each morning at 08:40am and return the pupil to the parent at 15:15pm. Year 5 Class will enter the school via the steps of the main building and share their toilets with another bubble if required. They will not pass through any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 6: Staff member Mrs Dykelean will meet with children at the entrance of the Bubble each morning at 08:45am. This will be on the visitor ramp and return the pupil to the parent at 15:25 pm. Year 6 Class will have their own entrance via the visitor ramp and share their toilets with another bubble if required. They will not pass through any other bubbles to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Numbers

Using all the information we have collated so far together with the maximum pupil numbers a plan has been put together of where each Bubble will be located in the school.

	<p>As of September 2020, based on the staffing levels and building survey findings it will be possible to maintain a maximum of 7 bubbles across school. This allows for a maximum of 238 pupils to attend. Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of staff, minimising contact, maximising resources and developing increased cleaning regimes throughout the school day).</p>
<p>Classroom/learning area layout</p>	<p>Each child in Y1-Y6 will be allocated their own desk (forward facing only), pencils, textbooks, etc (to avoid sharing equipment). Each child will be provided with a designated chair and desk. They will each be allocated equipment for their sole use. IPADS will be cleaned after each use with cleaning supplies provided in bubbles e.g. sanitising wipes etc. Books and games etc can be shared between a Bubble however they will be cleaned more regularly. Equipment should remain in the Bubble. If removed from the Bubble it will be deep cleaned. Breaks will be staggered at different times and where possible taken in different areas. Removal of unnecessary furniture will allow for greater social distancing i.e. between staff and children then this will be considered.</p> <p>Children will remain in their Bubble and not visit other Bubbles. Staff will also remain in their Bubble and not visit other Bubbles unless it is essential to do so. A means of communicating between each Bubble and the school office will be implemented i.e. 2-way radio, telephone or email to reduce movement around the school. Essential learning resources may be taken home but will be cleaned before and after leaving the Bubble. We have decided where each Bubble is going to be located and have arranged them as follows:</p> <p>Reception Bubble – Entrance at Reception Doors, use of Reception toilets and Reception classrooms for a maximum of 58 children. Fabric and soft toys have been removed as they are hard to clean and therefore not recommended. Foundation stage children may benefit from being in small consistent groups as they may not have the ability to socially distance. Reception will have access to the outdoor forest school.</p> <p>Year 1 Bubble - Entrance at Year 1 Classroom door, use of Year 1 toilets and Year 1 classroom and breakout area. Teaching space marked out within classroom to allow staff to socially distance where possible. Lessons should take place outdoors as much as possible.</p> <p>Year 2 Bubble - Entrance at Year 2 Classroom door, use of Year 2 toilets and Year 2 classroom and breakout area. Bubble will be for a maximum of 30 children. Teaching space marked out within</p>

classroom to allow staff to socially distance where possible. Lessons should take place outdoors as much as possible.

Year 3 Bubble - Entrance at steps at main building, use of Year 3 toilets and Year 3 classroom. Bubble will be for a maximum of 30 children. Teaching space marked out within classroom to allow staff to socially distance where possible.

Year 4 Bubble - Entrance at steps at main building, use of Year 4 toilets and Year 4 classroom. Bubble will be for a maximum of 30 children. Teaching space marked out within classroom to allow staff to socially distance where possible.

Year 5 Bubble - Entrance at steps at main building, use of Year 5 toilets and Year 5 classroom. Bubble will be for a maximum of 30 children. Teaching space marked out within classroom to allow staff to socially distance where possible.

Year 6 Bubble - Entrance at visitor ramp, use of Year 6 toilets and Year 6 classroom. Bubble will be for a maximum of 30 children. Teaching space marked out within classroom to allow staff to socially distance where possible.

When a single Bubble toilet block cannot be provided we will limit the toilet block to a maximum number of Bubbles.

Timetables lessons in the ICT Suite and other learning spaces will be strictly timetabled to ensure bubbles do not cross over from one another. Cleaning will be in place between each bubbles session.

Physical Education: Where possible this will take place outside for individual Bubbles. In the event of this not being possible the Main Hall will be used with a deep clean after each use. Equipment will also be cleaned after each use if it has to be shared.

Early Years age 0 to 5

ALL REQUIREMENTS
WILL BE IN PLACE
BASED ON CURRENT
AVAILABLE STAFFING
AVAILABILITY

- The School will maintain normal EYFS ratios, exceptions can be made to the qualification that the staff hold in order to be counted in the ratio. However, we will use reasonable endeavours to ensure that at least half of the staff hold at least a full and relevant Level 2 qualification.
- At least one member of staff must hold at least a full and relevant Level 3 qualification
- Although small consistent groups are not required we will look to separate groups into smaller numbers where possible.

Paediatric First Aid (PFA)

- The requirements for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where the children are below 24 months will be met.

	<ul style="list-style-type: none"> • Establishments with children aged 2yrs to 5yrs within a setting must use their “best endeavours” to ensure one person with a full PFA certificate is on site when children are present will be met. • If the school is unable to secure a member of staff with a full PFA we will carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency Paediatric First Aid certification is on site at all times.
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If Runnymede St Edward’s Catholic Primary School cannot achieve these Bubbles at any time, we will discuss options with our local authority. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff as this has been deemed to meet with current guidance.

How we implemented the protective measures

Risk Assessments	<ul style="list-style-type: none"> • COVID School Reopening Risk Assessment • Teaching and Teaching Assistant Staff (COVID) RA • Site Manager/Caretaker (COVID) RA • Cleaning Staff (COVID) RA • Office and Receptionist RA • Vulnerable Staff Member RA • All Contractor COVID RA’s •
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Organising our Bubbles

Refreshing the school timetable	<ul style="list-style-type: none"> • We will decide which lessons or activities will be delivered. • Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling to enable staff to intervene where necessary. • We will consider which lessons or classroom activities could take place outdoors. All Bubbles will have their own allocated outdoor space as the site easily allows for this. It will be at the discretion of the teacher to manage the use of this time but a good proportion of learning could be outside if possible. Use of outdoor equipment should follow the same principles set out for individual and Bubble use with regular cleaning in place after each Bubble use. • We will use the timetable and selection of classroom or other learning environment to reduce movement around the school. • The layout of the school building allows for good segregation between Bubbles. The use of individual classroom entrance and exit points for some Bubbles in the building supports segregation. However, as some Bubbles need to share entrance and exit points this will be managed through good communication, staggered times and enhanced cleaning.
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- Assembly sessions will not take place
- Break times (including lunch) will be staggered, so that all children are not moving around the school at the same time
- Lunch will be taken in the Dining Hall. The areas on site will be timetabled and space designated to each Bubble. Lunchtime will be staggered between Bubbles (EYFS, Y1, Y2, Y3, Y4, Y5 and Y6). If the Dining Hall is used instead of the Bubble all tables, chairs and equipment will be disinfected after use.
- We will stagger drop-off and collection times where possible.
- Breakfast Club provision will run from 07.45am-8.30am and After School Care from 15:30pm to 6.00pm for Foundation to Y6 Bubbles. Numbers will be strictly limited and will be priority will be given to Key Workers and their shift patterns.
- Parents' drop-off and pick-up protocols will minimise adult to adult contact
- We have 2 entrance and exit points onto site that will allow Bubbles to be segregated on arrival and leaving. Reception 1, Y3, Y4, Y5 and Y6 will use Gate 1, Reception 2, Y1 & Y2 will use Gate 2 via St Edward's College Pedestrian entrance. This will be mirrored for collection.
- As older pupils, Y3-Y6 children will use gates (which will be staffed). Parents will drop children at the gate and the children will go straight to their Bubble. Pick up protocols will be in place that parents will enter school through Gate 2 and follow a one-way system to leave via the car park gates.
- One member of Bubble Staff plus SLT, ADMIN and Site Manager will be outside to support this daily.
- We have considered how children and staff arrive at the school / childcare setting, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. We will ask parents and staff to avoid public transport if possible and drive, walk or cycle to the school.
- We will ensure via communication; parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. We will continue to advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off. If they do not have access to washing facilities advise them to use hand sanitiser. The School does not provide transport to children and we will not be using transport for the foreseeable future.
- Pupils and staff must wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

When open:

- The Head Teacher will have non-teaching responsibility and will assume responsibility for the safe running of the school. The Head Teacher will be based in the Head Teachers Office. A culture of vigilance around the safety of staff and pupils will be modelled,

monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.

- A member of SLT, A designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times. If any staffing issues arise, we will contact the Archdiocese / LA/ Edmund Rice Trust along with Compliance Education for further support and guidance.
- Children will be allocated Bubbles and will remain within these Bubbles throughout the day
- Staff will remain consistent within the Bubble and 2 staff members will be available in each Bubble at various points in the day as far as staffing allows.
- Seating plans will be completed with desks and chairs labelled. Children will remain in the same place on daily basis as far as possible. Seating will be set up to allow for minimal contact between staff and pupils.
- Bubbles will remain in the same outdoor and classroom space allocated.

Communicating

Communicating our plans to staff

- Runnymede St Edward’s Catholic Primary School will deliver the PowerPoint Presentation to all staff before fully opening and explain/provide plans to manage the situation safely. All staff will have further individual conversations with SLT during the week commencing 01/09/20 to discuss any issues. Documentation is shared throughout, and an agreed period of consultation will be in place during week commencing 01/09/20
- Staff will be requested to sign to indicate they have read and understood the documents provided when required and based on any updates.
- If any staff or students feel anxious regarding returning to school appropriate communication will take place to ensure they understand the robust procedures that will be in place to safeguard their welfare.

Plans for Visitors, Parents/carers and Young People

- A poster stating that all visitors, children, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place. Reminders will be provided by staff on gate duty. Only essential work and meetings will take place on site.
- All Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment.
- The school site will be locked throughout the day. Any additional access will need to be approved by the Head Teacher
- Where visits can happen outside of school hours, they should.
- A record should be kept of all visitors to the school.
- Parents are asked to restrict the number of people accompanying the child to school to one adult and this will be communicated in literature to parents.
- Parents and young people will be allocated a drop off and collection gate and time. Individual information will be provided to parents based on the Bubble their child is part of. This will be

updated as required. Parents will be asked to refrain from gatherings of large groups outside with other parents. Letters and phone calls to parents to ensure full understanding of measures in place will be completed week beginning 01/09/20. Systems will be trialled in principle. SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.

Cleaning, Hygiene and Protection

Documentation

- Cleaning Staff Risk Assessments
- COVID School DOCS
- PPE Guide and How to Put on and Remove it
- MSDS and COSHH Risk Assessments for the cleaning products used.

Hand washing facilities

- Hand sanitiser stations and loose bottles will be available at key points where hand washing is limited. All Toilets have hand washing facilities with soap and water available.
- Each Bubble will be allocated a designated toilet and handwashing station which is located as close to their Bubble as possible however Bubble's can mix toilets if this is not possible. If toilets are to be mixed by Bubble's cleaning regimes will be further enhanced.
- Staff and children will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel. Staff and children are required to wash their hands on every entry to their classroom. Sinks are allocated to pupils to reduce cross contamination. Bubble staff will supervise as far as possible to ensure good practise.
- Hands **Must** be washed on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. Handwashing is timetabled into the daily timetable. If a child uses the toilet, they will be required to wash their hands.
- Staff and children will be encouraged not to touch their mouth, eyes or nose.
- "Catch it, bin it, kill it" is encouraged. We will actively teach hygiene through our curriculum. The first lesson on the first day that children return will be dedicated to this. We ask our parents to teach this at home and will send out resources via parent mail to support it. Pedal lidded bins are available within Bubble's.
- Help is available to all children and young people who have trouble washing their hands. EYFS/KS1 Bubble staff will monitor children and support if necessary. We will actively teach, through songs, circles times and model hand washing.
- Where general hand washing facilities are not available hand sanitiser is provided. NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot be provided. Hand washing and hand sanitiser is available to all staff.

Toilets	<ul style="list-style-type: none"> • Each Bubble ideally should be allocated a designated toilet and handwashing station which is located as close to their Bubble as possible however Bubbles can mix toilets if this is not possible. If toilets are to be mixed by Bubbles cleaning regimes will be further enhanced. • The number of children going to the toilet at any one time will be monitored and managed. Regular toilet breaks are encouraged and should occur directly before children go outside at any point. • All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day. Cleaning products will be available for staff, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them. There will be increased cleaning throughout the day by cleaning staff. Toilets will also be cleaned at regular intervals.
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Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • When changing nappies or dealing with cuts and grazes it will be good practise to have the child side on to yourself. • Where possible stand behind children when picking them up or directing them back to their desk. Teachers do not need to bend down to children’s height to provide feedback to children. When administering first aid or dealing with toileting accidents staff have been asked to stand to the side and avoid face to face conversations. PPE will be provided for both situations if required. • From the 1st August staff who received a letter advising them to shield can now return to work as long as they maintain social distancing. This applies to pregnant members of staff.
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Reducing the risk of children mixing with other children outside their own Bubbles.

To prevent the risk of an outbreak we are attempting to formulate a mini “household” within school “Bubble”	<p>Where possible a Bubble will enter directly into their classroom. If this is not possible groups will be led into school on a staggered basis by their Bubble staff. Collection points will follow a one-way system as much as possible.</p> <ul style="list-style-type: none"> • We have considered a one-way circulation to keep groups apart as they move through the building. Groups will not be moving through the building at the same times. • Staggered breaks are in place to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time. • Staggered lunch breaks when using Dining Hall - children and young people will clean their hands in the Bubble beforehand and enter in the Bubble group. Groups will be kept apart as
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	<p>much as possible and tables/chairs/equipment will be cleaned between each group. If such measures are found to not be possible, children will be brought their lunch in their Bubble. Children will only eat lunch in either their allocated Bubble or outdoor space or in the Dining Hall.</p> <p>If using the Bubble - Lunches will be delivered to the entrance of each Bubble by an allocated member of the welfare staff.</p> <ul style="list-style-type: none"> • Wet break- children will remain in their Bubble with Bubble staff in supervision, supported by welfare if possible. A film or other source of broadcast will be available for children to watch from their own individual seats or suitable activities that can be completed whilst sat at their station. • We will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at any one time. Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). • Children with EHCP 1:1 support/behaviour needs who are in attendance will have individual risk assessments completed. PEEPS will be considered and reviewed on an individual basis if required.
Outside Space	<ul style="list-style-type: none"> • Staggering lunch breaks - children and young people will wash their hands before using outside space and after using the outside space. Children will have staggered lunch breaks and only be permitted to play in their outdoor Bubble space. These spaces are strategically placed maximising the available space around the school, so Bubble's of children do not see each other. • Toilet breaks will be completed prior to any outside activity • Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) • Enhanced cleaning should be applied to external equipment.
For shared rooms example hall	<ul style="list-style-type: none"> • Use of halls, dining areas and internal and external sports facilities for lunch and exercise will be for individual Bubbles with a deep clean afterwards. • We have staggered the use of staffrooms and offices to limit occupancy. Staff have allocated spaces for breaks and lunch time. This will be staggered in line with the individual Bubble.
Reducing the use of shared resources	<ul style="list-style-type: none"> • Where possible staff and children should NOT share resources. All children will have their own set of resources, that are kept in a tray, on their table, overnight. Teachers will put as much as they can onto PowerPoints that can be shared from the front of the class and avoid photocopying. • All resources should remain in school to prevent cross contamination.

- We will limit the amount of equipment pupils bring into school each day, to essentials such as hats, coats, books, and stationery. Bags are also allowed to be brought into school but should remain within their Bubble.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided and cleaning of equipment will be undertaken regularly.
- Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by children from another Bubble. Each Bubble will have its own PE and play equipment or a deep clean will be provided.
- Children will need to bring their own water bottle into school. This will be communicated with parents clearly.

Adjustments to Transport where necessary

- We will be encouraging parents and children and young people to walk or cycle to school where possible
- Schools, parents and young people will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required
- We will make sure our school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
- We will make sure our school transport providers, as far as possible following hygiene rules.
- We will work with transport providers to ensure where possible pupils are grouped in their Bubble's.

Testing

Staff, pupils are eligible for testing

Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.

- We have ascertained the location of our nearest test centre to our setting which is Wavertree Tennis Centre.
- Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition via email.
- Depending on the result of the test Public Health England may need to be informed.
- All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process.
- Public Health England may instruct that all staff and children who have been in close contact with the infected individual self-isolate for 14 days. So, each setting needs to prepare for this.

	<p>Communication letters, work packs to support the children who now need to self-isolate, Deep Cleaning of the Bubble and all communal areas will be provided.</p> <ul style="list-style-type: none"> • It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply. • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. • School will ask parents and staff to inform them immediately of the results of any test: if they tests negative, feel well and no longer have symptoms they can return to school.
Systems for isolating children that display symptoms	<ul style="list-style-type: none"> • An Isolation room has been identified to all staff. PPE equipment will be used if staff have to support the child. • The staff member will try socially distancing when dealing with a child displaying symptoms. • The door will be closed and ventilation available through opening of all windows. • Parents will be contacted immediately and told to come and collect their child preferably within the hour. • Parents will be encouraged to get a test carried out for their child and to inform school immediately upon receiving results. • School will continue to check with parents following a child being sent home. If a case is confirmed, following confirmation from Public Health the Bubble the child belonged to may all have to go into self- isolation for a period of 14 days (or as stated in the government guidelines).
Intimate care and first aid	PPE will be provided for all first aid and intimate care if the situation requires. Staff will receive information for use of PPE correctly
Break time and lunch times for staff	Staff will get a morning break (10mins) covered by each other within the Bubble. Staff will also have half an hour break during lunch time outdoor slot, covered by welfare staff and or same Bubble staff.
Teachers travel	<ul style="list-style-type: none"> • Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. • For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. • We will survey all staff to ensure we are aware of any staff members using public transport.
Training for staff before opening	<ul style="list-style-type: none"> • Training will be provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them. • We are also factoring in time to ensure staff are familiar with revised physical arrangements before opening to more

	<p>significant numbers of pupils. (September INSET Day)</p> <ul style="list-style-type: none"> • Training could include: remote staff meetings; comprehensive staff information documents, with time given for staff to analyse and ask questions or individual socially distanced meetings.
Staff working in close proximity to children	<p>Children that require additional support due to SEN needs will be individually risk assessed</p> <p>Staff working closely to children to approach them from the side and avoid front facing conversation.</p>
Staff wellbeing/Staff workload	<p>Workload and wellbeing of staff will be central to the decision making process of any changes to arrangements. SLT wellbeing and workload will also be considered.</p> <p>Safeguarding calls will be completed by SLT/HT whenever possible</p>
Fire arrangements (HT)	<p>Fire evacuation procedures are maintained from the Bubble bases- Drills will be in place to support children who may be in a Bubble different to their usual space. Staff must use evacuation guide for the Bubble they are working in.</p> <p>In the case of a fire alarm, doors should be closed on route out of the school. Staff should not enter further into the school to close doors.</p>
Behaviour annex (HT)	<p>The behaviour policy has been updated</p>
Attendance	<p>The attendance policy and procedures has been updated and is in line with government guidance.</p> <p>No parents will be fined if they are returning from a country that is on the quarantine list.</p>
Teaching outside year group	<p>Support will be provided for staff who are working within a Bubble outside of their phase. Phase leaders will offer support and guidance as required. Teachers will be given ample time to plan in advance, alongside other members of staff. Staff working remotely will also provide planning support. Planning support will be provided by Maths, English and Curriculum lead regarding coverage. Daily check ins with SLT will ensure staff are well supported in other year groups.</p>
Ventilation	<p>All teaching spaces have windows. Bubble staff will be directed to keep all windows and doors open throughout the day.</p> <p>Any unventilated spaces used across school as a last resort will be by staff on an individual basis only.</p> <p>Centralised ventilations systems that removes and circulates air to different rooms will be isolated however air conditioning serving direct rooms remain in operation.</p>
Communication	<p>The school will look at the possibility of an internal phone system. Admin will email staff or if necessary come to the bubble.</p>

APPENDIX ONE:

PREPARATION

STAFFING:

The return to work survey has been completed by all staff. Responses have been collated and reviewed by the Head Teacher and HR advice has been taken. Individual staff members have been contacted (week beginning 01/09/20) by the Head Teacher to discuss and issues raised and complete any appropriate PEEP and/or risk assessment documents:

ROLE	AVAILABILTY	NOTES
Head Teacher		
TEACHING STAFF- INCLUDING ASSISTANT PRINCIPAL FULL TIME PART TIME		
TEACHING ASSISTANT SUPPORT STAFF INCLUDING LEARNING MENTOR AND AGENCY LONG TERM		
ADMIN STAFF		
SITE STAFF		
MIDDAY WELFARE STAFF		
KITCHEN CATERING TEAM		
CLEANING TEAM		

The staffing available would indicate that provision of 7 Bubbles would be possible across school. Any further Bubble provision would need to be provided by additional staff that would require additional spending from Runnymede St Edward's Catholic Primary School.

We have active arrangements in place to monitor our controls are effective, working as planned and have access to competent advice. In the event of a local or national 'spike' we will be directed by the Local Authority/Public Health England.