



# Woodland Grange Primary School

School Re-Opening Plan From March 8th 2021  
(Based upon original document for school opening in August 2020)

## Introduction

We look forward to welcoming back all pupils to Woodland Grange on March 8th 2021. Some SEN and vulnerable pupils, where parents had chosen for them to be at home, rather than in school, were invited back in from March 1st 2021 to help them reintegrate whilst there were fewer pupils at school.

The Government's expectation is that all pupils are back in school from March 8th and that attendance is compulsory.

It is envisaged that schools may adjust their curriculums in order to help pupils catch up with an expectation that schools return to their normal curriculums by the summer term 2021. At Woodland Grange we will maintain our topic based approach which include most elements of learning in order to keep as much curriculum breadth and ambition as possible but may, for example, during the teaching of our normal topics, place less emphasis on certain non-core areas such as geography or history but with a full commitment to P.E. and the arts. By doing so, we will aim to give greater priority to the core areas of reading (including phonics), writing and maths. Being very aware that some pupils may have suffered/be suffering some anxiety due to the current difficulties we will also be prioritising personal, social and health education with a focus on wellbeing.

This plan follows government guidance 'Schools coronavirus (COVID-19) operational guidance' dated February 2021.

## Net capacity and organisation of teaching

- Pupils will ordinarily be taught in their normal classes but to facilitate pupil groupings across a year group, we will establish whole year group bubbles whereby these groups will remain (as much as possible) separate from other year groups. Teachers and support staff will largely remain with their own class but because of the collaborative way in which we work, especially this year, having several new teachers to the school, teachers and other staff need the ability and are allowed to work between classrooms within the year group (but we will aim to limit this as much as possible). From March 2021, classes from Year 1 upwards will not come together at any time (impossible to segregate the PreSchool or Foundation Stage pupils in their open plan base but the year 1 open plan base WILL be separated to keep the children apart)
- There will be staggering of break and lunch times to allow greater segregation of year groups.
- For the time being year groups will not be brought together in areas like the hall for assembly and lunch.
- We propose to continue with our usual wrap around care for pupils with both before and after school care operating as normal in either the preschool (for preschool and FS pupils) or Owl's Hoot for older pupils. We recognise that our wrap around care results in a mixing of pupils (pre and after care in the PreSchool base involves the mixing of PreSchool and FS pupils and in Owl's Hoot the mixing of pupils from Year 1 to 6) but we are encouraged by the Government to make this provision. Our suggestion is to only take up this option if you really need it i.e. for work purposes.
- Clubs, apart from being an integral part of Woodland Grange's extended curriculum offer to pupils, form an integral part of before and after school care for many parents but until after Easter there

will be no before, during or after school clubs apart from the wrap around care mentioned in the previous paragraph. In April, at the start of the Summer term, we are planning to recommence clubs either on a single or separated year group basis but will only be able to run fully mixed clubs if we are permitted and it feels safe to do so. Also, if there is insufficient uptake of club places, club will not run.

- Social distancing within classrooms will not be possible given the constraints of our rooms. Contact sports will not be permitted but equipment, for example used in PE, will not be shared between groups unless it has been meticulously cleaned or left for at least 72 hours, as per recommendations. Pupils in older year groups will be expected to use their own writing implements and not share them.
- Bubble groups will use allocated toilets which will be subject to an enhanced level of cleaning.
- It is not possible for us to bubble pupils at a class level as we have insufficient toilets or outdoor areas (for example at lunchtime where we would need 15 separate play spaces for pupils from the FS upwards) in order to guarantee segregation of pupils.

### **Arrival to and departure from school**

- There will be a **staggered start** and end to each day, the purpose of which is to help enforce social distancing of both pupils and parents.
- There will be a one-way system around the school and limited access to some of the usual areas where parents would usually drop-off and pick up their children. This is to ensure that large numbers of people do not congregate in space restricted areas. Whilst this will mean a longer walk for parents and pupils around the site, we feel this is safer for everyone.
- ALL pupils and parents will access via the MAIN school pedestrian gate and leave via the other gate near the Foundation Stage base having walked around the back of the school. When you arrive at school in the first few days, staff and signage will make it clear as to the routes to follow.
- We ask you to arrive to drop off children and collect them at the specified times and to keep your children with you so they do not play with other children who could be in a different year group. This is important as any mixing of pupils between year groups will negate the segregation that we are aiming to enforce. To start with, class-based staff will be outside to welcome pupils and parents to ensure they know where to go.
- We ask that only one parent brings their child to school as this will minimise the number of adults on site. Also, for older pupils, it is likely, either immediately or especially after the first day or two, that pupils can enter school without their parents.
- We will strictly require adults NOT to enter any classrooms and to minimise congestion that parents ideally contact school by email or telephone, only coming to the school office by appointment or when it is unavoidable. Teachers will ensure that they are available to talk to parents from time to time.

### **Arrival times**

If you have children in multiple year groups then to make it easier for you, you are welcome to arrive with your children at the EARLIEST drop-off time but it is important not to arrive at the latest time as learning will commence promptly.

We urge parents not to come on site unless strictly necessary i.e. to drop off our younger pupils. We would prefer children from year 4 upwards to be left by parents to come in through the school gate by themselves. Children will gather on the first day in the areas assigned below if mentioned but pupils in year 3 and upwards will in future, if not on the first day, go straight to their classrooms at the allotted arrival times (please no

earlier). Morning line-up points, where still needed, may change as we move forwards. A reminder please – ALL parents to use the MAIN pedestrian gate to enter school as part of the one-way system.

- **Pre School** – children will start at their normal, booked session times, entry via the main school gate and then the preschool playground
- **Foundation Stage (Reception)** – 8:50am start, entry via main school gate and foundation stage playground having walked around the rear of school
- **Year 1 pupils** – 9.00am, entry via main school gate and head to playground at the rear of school.
- **Year 2 pupils** – 9.00am, entry via main gate and wait on main playground, near the three playhouses
- **Year 3 pupils** - 8.50, entry via main gate and head to main playground near the hall. Mrs Fletcher's class to enter and leave via her fire escape and Mrs Santy & Mrs Turner's class via the main mobile entrance
- **Year 4 pupils** - 8.50, entry via main school gate and pupils go straight to classrooms on the school drive
- **Year 5 pupils** - 8.40am, entry via main school gate and pupils go straight to the classrooms in the wood-clad Barnes Building
- **Year 6 pupils** – 8.40am, entry via main gate and head to playground at rear of school on first day but in future pupils will go straight to classrooms using identified entrances

### Departure Times

If you have children in multiple year groups, please wait with your other child(ren) in a playground in a socially distanced manner, not allowing your child(ren) to play with other children or any school equipment (e.g. the adventure playground).

ALL parents should wait for their children in identified places having entered school via the MAIN school gate and will leave via the other pedestrian gate near the Foundation Stage having walked around the rear of school.

- **Pre-school** - parents wait in preschool playground at usual session end time.
- **Foundation Stage (Reception)** – 3.15pm, wait in FS playground
- **Year 1** – 3.20pm, wait in playground at rear of school - not under the canopy please
- **Year 2** – 3.20pm, wait in main playground near the three playhouses
- **Year 3** – 3.10pm, wait in main playground
- **Year 4** – 3.10pm, wait on driveway near year 4 mobile
- **Year 5** – 3.00pm, wait in main playground rather than in the more confined area in front of the Barnes Building
- **Year 6** – 3.00pm, wait on playground at rear of school - not under the canopy please

### Movement around the school

- All but essential movement around the school will be avoided. Staff will ensure movement at break and lunchtimes is also done in a staggered way. The computer suite and library will not be used and there will be no whole school or key stage school assemblies.
- A one-way system will be imposed in the corridor between the office and main staffroom and staff toilets (office to staffroom one way so exiting toilets or staffroom will mean exiting the via the Premises officer's room).
- A one way system will be in place for parents arriving with and collecting children.

- Children will enter and exit classrooms using separate doors wherever possible. As much as is possible without compromising fire risk, shared doors will be left open (many of our doors are on an automatic system that closes them if the fire alarm goes off) in order to reduce the number of times they are touched by pupils and staff.
- Learning outdoors will be encouraged (still maintaining segregation of year groups).
- Hand sanitiser/ hand washing will be a requirement upon entry or re-entry to every classroom and on exit at the end of the day.
- All staff members and visitors when moving around the school must wear a mask (unless exempt) when travelling through or when in, communal areas that are out of their bubble area.

## **SEND Support**

- We will be providing full support for children with special educational needs and disabilities who have EHC plans with, hopefully, the normal staff providing support.

## **Safeguarding**

- The Senior Leadership Team will continue to support the needs of all children in the school.
- Designated Safeguarding Leads will continue to be on site every day.
- This will include adherence to the Keeping Children Safe In Education guidance with regard to safeguarding all children.
- Senior staff members/Designated Safeguarding Leads will carry out 'check ins' with vulnerable families not accessing school in the event of further lockdowns if some pupils are not able to access school.

## **Playtime plan**

- Children will have staggered, well supervised playtimes, with year groups playing in defined areas, segregated from other year groups.
- We will not be expecting pupils within year groups to socially distance at play or lunchtimes.
- The adventure playground will not be used unless on a rota basis with time between uses.

## **Lunchtime plan**

- Hot dinners will be available but will be organised on a different basis. Preschool will have their dinner taken to the pre-school room as normal. FS pupils once they become full time will eat in the hall, as normal at defined tables at one end of the hall, as will year 1 and 2 pupils, well separated from each other. It would not be possible however to get all the other children though the hall in the time available so a hot dinner will be delivered to each classroom for pupils in years 3 to 6. This will be a more limited menu (which we will aim to provide as soon as possible) but still following nutritional guidelines set out by the School Food Service. Pupils having packed lunches in years 3 and upwards will also eat in the classroom or outside if weather permits. Food will be delivered with disposable but environmentally friendly packaging and utensils. Parents may choose, as through lockdown, for their child to continue to have a home provided packed lunch.
- Children remaining at school for after-care, will get their usual evening supper/snack (a breakfast will be served as normal to pupils in before school care in the pre-school).
- After eating, children will play in their segregated year groups in identified areas of the playgrounds/field, as at playtime.
- At lunchtime pupils will use their normal allocated toilets apart from the youngest pupils (FS, year 1 and year 2) who would have to far to go – they will be able to use the three available hall toilets.

## Cleaning, hygiene and PPE

- We will be implementing regular and rigorous hygiene, including: 'Catch it, Bin it, Kill it,' with tissues and lidded pedal bins in every class; rigorous hand washing on a very regular basis; pump dispenser soap (no bars of soap) in all toilets and classrooms; paper towels as well as alcohol dispenser units in classrooms and at other key points. Prior to the lockdown we had air driers installed in all toilets and have removed old 'roller towel' units. Each year group has allocated toilets.
- Staff will have PPE available to them should pupils become unwell or need support for intimate care but will otherwise will NOT be using face masks or gloves routinely unless a greater risk is identified. Pupils are not expected to wear masks or gloves. If a pupils wishes to wear a mask to school this is allowed but should be removed upon entering school and given to a parent or put in a lidded bin or in a plastic bag and kept in the child's bag for use after leaving school.
- We will be aiming to have maximum ventilation for all classrooms and if the weather permits, open windows and doors as much as possible.
- There will be an enhanced level of cleaning in school with toilets cleaned multiple times a day.
- **Masks - new requirements for staff.**

We are operating to new government guidelines that now recommend use of masks by primary school staff in communal areas where they cannot socially distance. We are not recommending this but insisting on it for staff across the school. Staff not in the same bubble already socially distance but, staff will now wear masks when moving around the school and when in communal areas. This will include when picking up children or dropping them off from parents. Staff are not expected to wear masks when teaching but may opt to do so when in bubble areas if they wish (some staff members already do). Access to staffroom areas is very restricted with no more than 7 members of staff in the main staff room and when not eating staff will be expected to wear a mask unless it is only a single bubble's staff using the area. Other staff areas have also been identified to reduce the concentration of staff in given spaces. Staff meetings have always been socially distanced since the start of first lockdown but now take place via Teams rather than face-to-face, again to reduce contact between staff.

## Testing

- We are now carrying out twice weekly (Sunday and Wednesday) asymptomatic testing of staff members, including lunchtime staff, kitchen staff and cleaners. This will help us to pick up on staff members who are unaware they are infectious because they are not showing any symptoms.

## Toilets

- Year groups, if not individual classes, will have their own toilets, unused by other year groups whenever possible. Toilets will be cleaned multiple times per day.
- Wherever possible, only one child at a time will use each toilet facility.
- Over playtime, children in each year group will be expected to use only their allocated toilets whenever possible.

## Staff rooms and offices

- Staff will aim to socially distance, where possible remaining 2m distant from others but where this is not possible avoiding close face-to-face contact and minimising the time spent within 1m of each other.
- Staff will not congregate in the staffroom as normal, as with the number of staff working, social distancing would not be possible given the confines of the room. At least one other room will also

be used to enable staff to be socially distanced. In staff areas, chairs have been removed and the spaces reorganised.

- Disinfectant spray will be available to staff within classrooms and toilets.
- Staff should use hand sanitiser when entering and leaving offices and classrooms
- Staff toilets will be available as usual, but again social distancing and hygiene must be observed. Only one member of staff should use the toilets at a time.
- A staff one-way system in the main admin corridor from the office to the staffroom will be enforced.
- Our school office will be open for the duration that children are in school. However, parents should avoid coming to reception and should call or email the office with any query.

## **Classroom expectations**

- Furniture will be organised within classrooms in an age appropriate fashion, which could include forward facing desks.
- It is not possible for pupils to socially distance within classrooms.
- Staff will insist upon hand washing/use of sanitiser throughout the day.
- Children will be very well supervised and will not leave their year groups other than (usually) one at a time to use the identified toilets or when going out to play or to lunch. No children will be asked to complete errands such as taking something to the school office or another classroom.
- Mr Evans our PE coach will work with most year groups but will aim, whenever possible to be socially distanced from them and will work as much as the weather permits, outside. If weather is poor, the hall may be used but NO PE equipment will be shared by year groups unless well cleaned or left for a minimum of 72 hours between use by different year groups. Where necessary PE equipment can be allocate for exclusive use of particular year groups. Any PE we do will be of the type that minimises contact between pupils e.g. passing skills if playing football but no tackling. Gym apparatus in the hall will not be used unless on a rota that guarantees it is not used by a different group within 72 hours.
- Our French teacher, Mrs Bryan, will teach in each classroom from Year 3 upwards.
- Peripatetic music teachers will be able to teach their usual individual or small group lessons in school.
- Classrooms should be well ventilated at all times.

## **Expectations of children**

- Parents should let us know, as normal, if we are not to expect children in school, for example due to normal illness or if needing to self-isolate.
- Parents with their children must arrive promptly at the given times and only attend school if they, or a member of their household do not have symptoms of COVID-19. If any child has symptoms of or is diagnosed with the virus, school must be informed.
- The Government have confirmed that the usual rules for school attendance will be followed i.e. children are expected at school unless unwell.
- Pupils should come in their school uniform and should have their PE kits available every day as normal.
- Children should bring a named water bottle to school as water fountains have been turned off.
- We ask pupils NOT to bring toys or other items from home.
- Pupils will be able to take reading books home as usual but when they are returned they will be set aside for at least 72 hours before being re-issued to other children. Book bags can come into school as normal.

- Children must use sanitiser/ wash their hands regularly when in school and we suggest, before and after school.
- Children must not share possessions (including clothing or food) with others.

## Remote learning

On our website is the full detail of our remote learning offer which in January to March 2021, included, for all year groups, a blend of live/pre-recorded lessons and assignments to complete (examples of weekly timetables on our website). If whole classes or year groups are in isolation then we will return to the high level of on-line provision as in this previous time, which will include live lessons from Year 1 upwards. Where it is not whole classes or year groups self-isolating we will only live stream lessons if it is possible but certainly such a comprehensive offer will not be possible as teachers will be fully timetabled to teach the pupils at school in their classes. Where individual pupils do need to self-isolate we will continue to set tasks and offer pre-recorded lessons for pupils to follow and will aim to maintain the 3 hours (KS1) to 4 hours (KS 2) per day of work for such pupils and will likely make use of pre-recorded lessons from , for example, the national Oak Academy.

## What happens if there is a confirmed case of Coronavirus in our school?

If a pupil develops symptoms, we will err on the side of caution and will isolate the child (age appropriately) and parents will be required to collect the child immediately. Equally, if a staff member develops symptoms they will be sent home immediately. In both cases we advise a test to be requested as soon as possible.

If someone tests negative, if they feel well and no longer have symptoms similar to Covid-19 they can stop isolating. They could still have another virus, such as cold or flu – in which case it is still best to avoid contact with other people until better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the '[stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other family members should continue self-isolating for 10 days.

If any staff member or pupil is confirmed as having Covid-19 we will usually seek guidance from the Department of Education or Public Health England, school helpline to ascertain who must self-isolate.

**Parents have been issued with a 24hour telephone number to report pupil Covid cases. Do not delay letting us know if your child is positive as we may need to take steps to help protect others.**

## Summary

In the spirit of complete transparency, we cannot say that we can provide an environment where all risks are eliminated. However, we cannot do that in a 'normal' school environment either. Our plans have been created to ensure that we have an environment where risks are managed to a level that we feel is appropriate and as much as possible is in line with Government guidance. Our full risk assessment is on the

Covid page of our school website.

Our plan may well change as the situation and Government guidance changes. We commit to being open and frank with you at every turn and will continue to do all we can to educate your children and keep them as safe as is possible.

Updated 1<sup>st</sup> March 2021