



Lime Academy  
Abbotsmede

*Putting Children First*

**Lime Academy Abbotsmede  
September 2020 – Reopening Plan**

Area of concern	Plan to minimise risk of infection	Who needs to be aware?	How and when they will be made aware?
Class size/bubbles	<ul style="list-style-type: none"> <li>• Each year group is a bubble</li> <li>• Full classes</li> <li>• Normal staffing ratios</li> <li>• Children facing front, but not social distancing</li> <li>• Teaching staff to attempt to distance from children</li> <li>• Frequently cleaned surfaces</li> <li>• Hand hygiene</li> <li>• Catch it-bin it-kill it</li> <li>• Do not come to school if you feel unwell</li> <li>• Any symptoms of Covid-19 – get tested ASAP</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
School entrance	<p>Nursery and Reception</p> <ul style="list-style-type: none"> <li>• Nursery and Reception to enter through Durham Road gate at the back of school from 8.30am.</li> <li>• Parents to drop off at the gate and children directed to their room by SLT</li> <li>• Parents to exit via the car park which will be coned off.</li> <li>• One member of staff, where possible, to remain in the classroom and other member of staff to greet at the door to minimise interaction between groups.</li> <li>• If coats are required, to be put on pegs at staggered times – liaise with staff teams for this.</li> <li>• MC to support and marshal.</li> </ul> <p>Year 1 and 2</p> <ul style="list-style-type: none"> <li>• Year 1 and 2 to enter through Kingsley Road KS1 gate from 8.30am (Y1) and 8.45am (Y2)</li> <li>• Parents to follow one-way system marked out by cones, drop off at the gate and continue to walk out of school through the car park.</li> <li>• Parents to drop off at the gate and children directed to their room by SLT</li> <li>• One member of staff, where possible, to remain in the classroom and other member of staff to greet at the door to minimise interaction between groups.</li> <li>• Y1 pupils to enter through first door (Climbing frame). Y2 pupils to enter through second door (Astro door)</li> <li>• If coats are required, to be put on pegs at staggered times – liaise with staff teams for this.</li> <li>• EG to support and marshal.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff

	<p>Year 3 and 4</p> <ul style="list-style-type: none"> <li>• Year 3 and 4 to enter through Kingsley Road KS2 gate from 8.30am (Y3) and 8.45am (Y4)</li> <li>• Parents to drop off at the gate and children directed to their room by SLT</li> <li>• One member of staff, where possible, to remain in the classroom and other member of staff to greet at the door to minimise interaction between groups.</li> <li>• Y3 and 4 pupils to enter through KS2 Y3/4 door apart from 3RL who enter through Y5/6 door and go down the link corridor.</li> <li>• If coats are required, to be put on pegs at staggered times – liaise with staff teams for this.</li> <li>• HS to support and marshal.</li> </ul> <p>Year 5 and 6</p> <ul style="list-style-type: none"> <li>• Year 5 and 6 to enter through Chester Road KS2 gate from 8.30am (Y6) and 8.45am (Y5)</li> <li>• Parents to drop off at the gate and children directed to their room by SLT</li> <li>• One member of staff, where possible, to remain in the classroom and other member of staff to greet at the door to minimise interaction between groups.</li> <li>• Y5 and 6 pupils to enter through KS2 Y5/6 door. 6HN to enter through decking fire exit.</li> <li>• If coats are required, to be put on pegs at staggered times – liaise with staff teams for this.</li> <li>• LD to support and marshal.</li> </ul>		
Exit	<p>Nursery and Reception</p> <ul style="list-style-type: none"> <li>• Parents to enter through the Durham Road gate at the back of school from 3.00pm.</li> <li>• Parents to stand in group zones maintaining social distance measures.</li> <li>• Staff to ensure pupils exit the classroom safely, maintaining social distance measures.</li> <li>• Pupils led out of school by parent, ensuring social distancing measures are kept.</li> <li>• Parents and pupils to exit via the car park which will be coned off.</li> <li>• Staff to support and marshal.</li> </ul> <p>Year 1 and 2</p> <ul style="list-style-type: none"> <li>• Year 1 and 2 parents to enter through the Kingsley Road KS1 gate. Y1 (3.00pm) and Y2 (3.15pm)</li> <li>• Parents to stand in group zones at the distance measures.</li> <li>• Staff to ensure pupils exit the classroom safely, maintaining social distance measures.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Y1 pupils to exit through first door (Climbing frame). Y2 pupils to exit through second door (Astro door)</li> <li>• Pupils led out of school by parent, ensuring social distancing measures are kept.</li> <li>• Parents and pupils to exit via the car park which will be coned off.</li> <li>• Staff to support and marshal.</li> </ul> <p>Year 3 and 4</p> <ul style="list-style-type: none"> <li>• Year 3 and 4 parents to enter through the Kingsley Road KS2 gate. Y3 (3.00pm) and Y4 (3.15pm)</li> <li>• Parents to stand in group zones at the distance measures.</li> <li>• Staff to ensure pupils exit the classroom safely, maintaining social distance measures.</li> <li>• Y3 and 4 pupils to exit through KS2 Y3/4 door apart from 3RL who exit through Y5/6 door and go down the link corridor.</li> <li>• Pupils led out of school by parent (unless they are free walkers), ensuring social distancing measures are kept.</li> <li>• Parents and pupils to exit via the Kingsley Road KS2 gate.</li> <li>• Staff to support and marshal.</li> </ul> <p>Year 5 and 6</p> <ul style="list-style-type: none"> <li>• Year 5 and 6 parents to enter through the Chester Road KS2 gate. Y6 (3.00pm) and Y5 (3.15pm)</li> <li>• Parents to stand in group zones at the distance measures.</li> <li>• Staff to ensure pupils exit the classroom safely, maintaining social distance measures.</li> <li>• Pupils led out of school by parent (unless they are free walkers), ensuring social distancing measures are kept.</li> <li>• Y5 and 6 pupils to exit through KS2 Y5/6 door. 6HN to exit through decking fire exit.</li> <li>• Parents and pupils to exit via the via the Chester Road KS2 gate.</li> <li>• Staff to support and marshal.</li> </ul>		
Classroom set up	<ul style="list-style-type: none"> <li>• Pupils to wash/sanitise hands on entrance to the classroom using products provided on the station outside of the classroom.</li> <li>• Pupils to be sat in pairs on desks facing forwards.</li> <li>• Staff to consider sitting pupils in ability rows which will impact on lining up and entering/exiting the classroom.</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff

	<ul style="list-style-type: none"> <li>• Trays to be kept on/under tables with books and materials for the day inside.</li> <li>• Pupils to have own stationery on their tables – this cannot be shared</li> <li>• Teachers to keep extra stationery on tables if needed</li> <li>• Handwashing needs to take place frequently</li> <li>• Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.</li> <li>• Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books.</li> </ul>		
PPA	<ul style="list-style-type: none"> <li>• Timetable shared with staff</li> <li>• Teachers and other staff can move between bubbles</li> <li>• VERY important that staff moving between classrooms try to remain distanced from children</li> </ul>	All school staff	Briefing/Staff re-opening doc PPA/Leadership timetable
Pupil rules and expectations	<ul style="list-style-type: none"> <li>• follow any altered routines for arrival or departure</li> <li>• follow school instructions on hygiene, such as handwashing and sanitising</li> <li>• follow instructions on who pupils can socialise with at school</li> <li>• moving around the school following specific instructions (for example, one-way systems, out of bounds areas, queuing)</li> <li>• expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoid touching your mouth, nose and eyes with hands</li> <li>• tell an adult if you are experiencing symptoms of coronavirus</li> <li>• You must not share any equipment or other items including drinking bottles</li> <li>• Follow expectations about breaks or play times, including where children may or may not play</li> <li>• You must not cough or spit at or towards any other person</li> <li>• remote education – include rewards and follow up to pupils not engaging</li> <li>• rewards and sanction system where appropriate – Dojos and class behaviour chart</li> <li>• Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Curriculum principles	<ul style="list-style-type: none"> <li>• Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content –prioritise within subjects of the most important components for progression.</li> <li>• While substantial modification to the curriculum may be needed at the start of the year, schools should aim to return to the school's normal curriculum in all subjects by summer term 2021.</li> <li>• Plan on the basis of the educational needs of pupils.</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff

	<ul style="list-style-type: none"> <li>Develop remote education so that it is integrated into school curriculum planning (and for lock down).</li> </ul>		
Curriculum delivery – first two weeks	<ul style="list-style-type: none"> <li>Safety and well-being are top priority and must be the focal point.</li> <li>Refocus around behaviour, rules and routines.</li> <li>Support the rebuilding of friendships and social engagement</li> <li>address and equip pupils to respond to issues linked to coronavirus</li> <li>support pupils with approaches to improving their physical and mental wellbeing</li> <li>Use the first 2 weeks as opportunity to teach foundation subjects and trial Kapow.</li> <li>Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</li> <li>Encouraging social distancing and discussing importance – social distancing songs, posters etc.</li> <li>Hooks into learning and experiences linked to topic and/or book</li> <li>Provide regular opportunities for PSHE</li> <li>Opportunities for learning outside are important, ensuring social distancing measures are kept – use field, playgrounds</li> <li>Use of Teams for class collaboration</li> <li>Children who have had limited opportunities for exercise should be encouraged to exert themselves physically, making use of supervised non-touch running games within their group.</li> <li><u>e-Bug</u> has produced a series of helpful coronavirus posters and lessons:</li> <li><u>Horrid hands</u></li> <li><u>Super sneezes</u></li> <li><u>Hand hygiene</u></li> <li><u>Respiratory hygiene</u></li> <li><u>Microbe mania</u></li> <li>Go to: <a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands</a></li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff
Curriculum delivery from week 3	<ul style="list-style-type: none"> <li>Aim to launch the new curriculum.</li> <li>Pupils have been out of school for a number of months, so there is a need to launch the curriculum.</li> <li>It is vital that teachers assess the needs of the pupils and there may be a need to revisit areas of learning.</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff

	<ul style="list-style-type: none"> <li>• Make the most of the whole school day</li> <li>• Opportunities for retrieval – quizzing, Friday 5, low stakes assessment.</li> <li>• Use of Teams for class collaboration</li> </ul>		
Assembly	<ul style="list-style-type: none"> <li>• No assemblies in the school hall</li> <li>• Assemblies will continue via TEAMS</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Pupils phased return	<ul style="list-style-type: none"> <li>• Pupils will all return to school on Wednesday 2<sup>nd</sup> September</li> <li>• This will be staggered during week one depending on context</li> <li>• 2 weeks off timetable</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Reception	<ul style="list-style-type: none"> <li>• Children attend mornings only 2<sup>nd</sup> and 3<sup>rd</sup> September</li> <li>• Children to stay for lunch on 4<sup>th</sup> September</li> <li>• Children attend full time from 7<sup>th</sup> September 2020</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Staggered start and end of day	<ul style="list-style-type: none"> <li>• See timetable for further details</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Uniform	<ul style="list-style-type: none"> <li>• The government considers the risk of infection from school uniform to be very low.</li> <li>• Pupils will be required to wear school uniform.</li> <li>• Pupils will be no longer be allowed to wear a combination of home clothes and school uniform.</li> <li>• Any concerns around uniform/clothing/hygiene which could signify neglect must be reported on CPOMS</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Toilet access (pupils)	<ul style="list-style-type: none"> <li>• Pupils will use the toilet designated to their bubble.</li> <li>• The government advises that different bubbles are permitted to use the same toilets at different times and if accompanied with regular cleaning and stringent personal hygiene.</li> <li>• Pupils will be encouraged to access the toilet throughout the school day to help avoid queues.</li> <li>• Pupils will be asked to clean their hands both in the toilet and on their return to the classroom to ensure that it is done.</li> <li>• Adults in class to check corridor is clear for children to access toilet</li> <li>• Pupils to ensure social distancing measures are kept.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff

Visitors to site	<ul style="list-style-type: none"> <li>Coming on to site without an appointment will not be allowed</li> <li>Contractors working on site will be sent guidance prior to arrival on site.</li> </ul>	All school staff Parents Children Contractors	Briefing/Staff re-opening doc Letter Discussion with staff Guidance to be emailed prior to arriving at school
Deploying support staff and accommodating visiting specialists	<ul style="list-style-type: none"> <li>Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> <li>External visitors should ideally retain social distancing and only work directly with the children / staff required. Continue to use video conference facilities where possible. LA staff will only visit schools where essential for legal / support purposes for the first half of the autumn term.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Supply / peripatetic teachers	<ul style="list-style-type: none"> <li>Schools can continue to engage supply teachers and other peripatetic staff during this period. Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible.</li> <li>Try and social distance wherever possible.</li> <li>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year.</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff
Minimise use of staffroom	<ul style="list-style-type: none"> <li>maximum of 6 adults at once in the staff room.</li> <li>Consider other spaces to eat lunch – preferably outdoor spaces</li> <li>Any areas used must be cleaned straight afterwards</li> <li>Staff to prepare meals and bring them in</li> <li>Not sharing cutlery/mugs etc</li> <li>Eat in bubble or outside – not eating in the staffroom</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff
Staff toilets	<ul style="list-style-type: none"> <li>Ladies – two middle cubicles closed</li> <li>No more than 2 adults in the ladies' toilet at once</li> <li>No more than 1 adult in the mens' toilet at once</li> <li>Thorough washing of hands after the toilet has been used.</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff



Staggered breaks	<ul style="list-style-type: none"> <li>• See timetable</li> <li>• Breaktimes to be managed between the adults within the year group.</li> <li>• No afternoon break across school unless needed.</li> <li>• When outside with the children, social distancing measures must be kept between adults and encouraged between children.</li> <li>• Adults to supervise outside of the toilets to ensure social distancing measures are kept.</li> <li>• Pupils are allowed to use the outdoor play equipment but MUST wash their hands after use.</li> </ul>	All school staff Parents Children	Briefing/Staff re-opening doc Letter Discussion with staff
Staggered lunch	<ul style="list-style-type: none"> <li>• See timetable</li> <li>• All year groups to have designated lunch slots in the hall</li> <li>• Each year group will be assigned a MDA to monitor lunch and play</li> <li>• Each class to sit at allocated tables in dining hall – MUST NOT MOVE</li> <li>• Tables and seats to be cleaned properly before and after use</li> <li>• Cutlery to be placed on tables for children prior to seating</li> <li>• Dining hall to be separated into two zones to ensure year groups are separated</li> <li>• Signal to be given by MDA when plate trolley is full. Kitchen staff member to collect, whilst pupils are kept at distance.</li> <li>• Two year groups at a time in the dining hall</li> <li>• Enter and exit via different doors</li> <li>• Lunch breaks to be staggered for pupils and outdoor play monitored by MDAs.</li> <li>• Lunchtime equipment boxes used and cleaned for play and hygiene</li> <li>• When outside with the children, social distancing measures must be kept.</li> <li>• Adults to supervise outside of the toilets to ensure social distancing measures are kept.</li> <li>• Pupils are allowed to use the outdoor play equipment but MUST wash their hands after use.</li> <li>• Staff to teach children playground games.</li> </ul>	All school staff Parents Children	Briefing/Staff re-opening doc Letter Discussion with staff
Breakfast Club	<ul style="list-style-type: none"> <li>• Survey parents for interest</li> <li>• Breakfast club to begin Monday 7 September.</li> <li>• Zones set out for each year group bubble with separate activities.</li> </ul>	Parents Breakfast Club staff	Survey via parentmail
First Aid	<ul style="list-style-type: none"> <li>• All allocated First Aiders to be called for first aid</li> <li>• Full PPE provided – if needed</li> <li>• MDAs can provide basic First Aid to children at lunch, but will need to call a first aider for more serious circumstances (eg: bump to head or face)</li> </ul>	All school staff	Briefing/Staff re-opening doc
Meetings with parents	<ul style="list-style-type: none"> <li>• No parents should come into school building unless strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such</li> </ul>	All school staff parents	Briefing/Staff reopening doc

	<p>meetings should take place at a safe distance (and so the use of small offices may not be suitable).</p> <ul style="list-style-type: none"> <li>• Meetings with parents must follow strict social distancing rules</li> <li>• Meet outside of the classroom where possible in open space</li> <li>• Meet in office spaces at the front of the school building (book in advance on school calendar) and clean all surfaces after the meeting</li> </ul>		letter
Wet Break	<ul style="list-style-type: none"> <li>• Staff to remain with their classes</li> <li>• SLT and TAs to support with allowing comfort breaks and hot drinks (in lidded cups)</li> </ul>	All school staff	Briefing/Staff re-opening doc
Wet lunch	<ul style="list-style-type: none"> <li>• During wet play, pupils will stay in year group bubbles within a classroom setting.</li> <li>• Teachers to provide activities for MDAs to support children.</li> <li>• Each child to be provided with a wet play pack.</li> </ul>	All School Staff	Briefing/staff reopening doc
Physical education	<ul style="list-style-type: none"> <li>• Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
Staff communication	<ul style="list-style-type: none"> <li>• SLT will be present around the school especially during the early part of wider opening.</li> <li>• SLT and SLG available to pick up on any issues or problems related to staff or pupils.</li> <li>• SLT and SLG will seek regular opportunities to get feedback from staff on the new arrangements through: <ul style="list-style-type: none"> <li>○ Staff briefings</li> <li>○ Team meetings</li> <li>○ Senior Leadership</li> <li>○ Electronic communication – Teams, email</li> </ul> </li> </ul>	All school staff	Briefing/Staff reopening doc letter
Cleaning	<ul style="list-style-type: none"> <li>• Teachers and Teaching Assistants to wipe desks after each lesson and after school.</li> <li>• MDAs to support with cleaning after lunch</li> <li>• Classrooms to be thoroughly cleaned by the site team at the end of each day.</li> <li>• Soap and hot water in every toilet (and if possible in classrooms)</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff

	<ul style="list-style-type: none"> <li>• Hand sanitiser stations outside every classroom and entrance, for example at the school entrance for pupils and any other person passing into the school to use.</li> <li>• Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste will be emptied regularly and double bagged</li> <li>• A good supply of disposable tissues available to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly</li> </ul>		
Suspected Covid-19 in school	<p>If a member of staff, pupil, parent or contractor becomes unwell in the school building <b>and</b> it is suspected that they may have COVID 19 the individual will be isolated.</p> <p><b>In the case of a pupil</b></p> <ul style="list-style-type: none"> <li>• The pupil will be sensitively isolated to a designated isolation room.</li> <li>• A member of senior staff must be informed.</li> <li>• One member of staff will be required to wear full PPE (available in the medical room).</li> <li>• PPE must be disposed of in a yellow clinical waste bag and all known ‘areas of contact’ deep cleaned.</li> <li>• In the event of a positive test result the school will follow all recommendations made by NHS Test and Trace.</li> </ul> <p><b>In the case of a member of staff</b></p> <ul style="list-style-type: none"> <li>• They must immediately inform a senior member of staff.</li> <li>• PPE must be disposed of in a yellow clinical waste bag and all known ‘areas of contact’ deep cleaned.</li> <li>• In the event of a positive test result the school will follow all recommendations made by NHS Test and Trace.</li> </ul> <p><b>In the case of a contractor/visitor:</b></p> <ul style="list-style-type: none"> <li>• They will be asked to leave the school building, and a duty of care phone call will be made to their employer to inform them of the situation.</li> </ul> <p><b>Notifying the school of suspected Covid-19 in the family</b></p>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff

	<ul style="list-style-type: none"> <li>The parents of a child attending school must inform the school as soon as possible if any member of their household develop symptoms of COVID-19. In the event of a positive test result the school will follow all recommendations made by NHS Test and Trace.</li> </ul>		
Plan B – if there is a local lockdown and schools are forced to close			
<b>Local Outbreak Management</b>	<ul style="list-style-type: none"> <li>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</li> <li>The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</li> <li>The LA will notify schools of the need for closure in the case of a spike in cases. All information will be provided and we will work with Public Health.</li> <li>Expectation remote education will be delivered immediately.</li> <li>Leicester guidance has been circulated.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
<b>Children of critical workers and vulnerable children</b>	<ul style="list-style-type: none"> <li>Schools in the affected lockdown area may need to remain open only for priority groups - children of critical workers and all vulnerable children and young people.</li> <li>All other pupils who are not considered vulnerable, or are not the children of critical workers, including those who have been welcomed back to school as part of wider opening measures since 1 June, should not attend their settings and should remain at home until further notice.</li> <li>School to use information from 1 June to ensure pupils that need to attend are identified correctly.</li> <li>It is not compulsory to take up the place made available for their child. Early years providers, schools and colleges should speak with parents to discuss what provision is needed as many parents working in critical sectors will be able to ensure their child is kept at home safely and some children of critical workers may need to remain at home for shielding or health reasons.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter ParentMail Discussion with staff
<b>Attendance</b>	<ul style="list-style-type: none"> <li>If a local outbreak was to occur, we have the same expectations on attendance as were applied during full national lockdown in England between 23 March and 1 June, when early years, schools and colleges remained open only for priority children.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc ParentMail Letter

			Discussion with staff
<b>Remote education</b>	<ul style="list-style-type: none"> <li>• School to raise awareness of remote support whilst pupils are in school</li> <li>• Staff to support remote learning through: <ul style="list-style-type: none"> <li>○ Seesaw app – pupils set up and staff can continue learning via the online platform. School to raise awareness of Seesaw and use within school to ensure more pupils are using this for homework. This can then be transferred to home learning in the event of a local lockdown</li> <li>○ Oak National Academy – school to raise awareness of this facility through parent communication and discussions within class. Teachers to familiarise themselves with the materials in order to signpost parents and pupils to lessons. <a href="https://www.thenational.academy/">https://www.thenational.academy/</a></li> <li>○ Learning packs – staff to prepare learning packs for those pupils that are unable to access online learning at home.</li> </ul> </li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
<b>Communication channels</b>	<ul style="list-style-type: none"> <li>• Office to have pre-prepared letters to send out for correspondence in the event of a school closure.</li> <li>• Remote learning expectations are shared prior to closure.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff
<b>Staff expectations</b>	<ul style="list-style-type: none"> <li>• Staff expectations are clear should the school go into lockdown.</li> <li>• Staff to balance remote working in terms of: <ul style="list-style-type: none"> <li>○ Providing remote learning</li> <li>○ CPD</li> <li>○ Planning, preparation and assessment</li> </ul> </li> <li>• During a period of temporary restriction, the number of teachers and school staff needed will vary between education settings.</li> <li>• Rotas provided in the event of staff being needed to work on site</li> </ul>	All school staff	Briefing/Staff re-opening doc Letter Discussion with staff
<b>Infection prevention and control</b>	<ul style="list-style-type: none"> <li>• School to continually follow guidance</li> <li>• a hierarchy of controls including regular handwashing, good hygiene, frequent cleaning and use of small, distinct groups, that when implemented, create an inherently safer system, where the risk of transmission and infection is substantially reduced.</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. <u>Tests can be booked online</u> or ordered by telephone via NHS 119 for those without access to internet. Essential workers have priority access to testing including anyone involved in education or childcare. Children aged 11 and under must have the test performed by a parent or carer.</li> </ul>	All school staff Parents children	Briefing/Staff re-opening doc Letter Discussion with staff

**School meals**

- The school will follow any guidance on supporting children eligible for Free school meals should a local lockdown occur.
- School to provide packed lunches for all children attending the school setting.

All school staff  
Parents  
children

Briefing/Staff re-opening  
doc  
ParentMail  
Letter  
Discussion with staff