

# North Wolds Federation

## Reopening Planning Document for March 8th 2021



**(Version 1.2b Parent Version)**

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## **Guidance Used To Create This Document**

This re-opening plan has been put together taking into account numerous DFE documents which can be found here

[Collection: Guidance for Schools: Coronavirus \(Covid-19\)](#)

The main document giving guidance to school on a March 8th 2021 reopening can be found here.

[School coronavirus \(COVID19\) operational guidance](#)

- Other documents that should be read alongside this reopening guide include:
  - North Wolds Federation COVID 19 Risk Assessment
  - North Wolds Federation COVID 19 Safeguarding Appendix
  - North Wolds Federation COVID19 School Uniform Appendix
  - North Wolds Federation COVID 19 Behaviour Appendix.

## **System of Controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

- Prevention
  - 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
  - 2) Ensure face coverings are used in recommended circumstances.
  - 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
  - 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
  - 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
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- In specific circumstances:
  - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.
- Response to any infection (You must always)
  - 10) Promote and engage with the NHS Test and Trace process.
  - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
  - 12) Contain any outbreak by following local health protection team advice.

### **System of Control 1:**

#### **Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.**

Staff and parents have been made aware that they should not attend school if they (or someone in their household) are showing symptoms, however mild, of Coronavirus. They have also been made aware that if they have been asked to self-isolate by NHS Test and Trace they do this. There is signage around the school building to remind staff, parents and visitors.

If a staff member or child becomes ill in the day, the following should happen immediately:

If a child is seriously unwell 999 should be called.

**Staff:** Will go home immediately with no contact with children or staff and arrange a test or take one of the school PCR tests home with them. Staff should contact their GP or NHS 119 if they are worried about their symptoms.

**Children:** Parents should be called immediately and the child should be taken to the "Safe Room" which is the [old front office at Market Rasen](#) and the [small office off Limes at NCPS](#). The children should be left alone in this room if they can but supervised through the hatch/window. **PPE must be worn if the child needs support.** In the main office there is a PPE box containing the following items if for whatever reason the child needs support. **Anyone supporting the child must wash their hands afterwards.**

- Fluid resistant surgical face mask
- Apron
- Plastic Gloves
- Eye protection (If spitting/vomiting/coughing)

All used PPE must be disposed of following the guidelines.

Once the safe room has been vacated it needs to be cleaned before it is used again.

If a child needs to go to the toilet before they go home, the toilet needs to be closed and disinfected before it can be reopened. The member of staff who has supported a pupil with symptoms should only go home if they develop symptoms themselves, if the child going home tests positive or if they are advised by NHS track and trace.

Parents should be advised to take the child straight home and arrange a test via the [NHS Test Page](#). Public transport should be avoided.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the most up to date advice in '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. Current advice is that the infected person and anyone living with them should stay at home for at least 10 days after the positive test or first symptom.

The school should have 10 test at home kits that we can give parents who may not otherwise be able to access a test. The Executive HT or HOS in his absence will decide if the kits can be given out.

Symptoms for Covid-19 are

- A new, continuous cough
- A high temperature
- A loss in their normal sense of smell or taste (anosmia)

### **System of Control 2:**

**Ensure face coverings are used in recommended circumstances.**

Staff need to maintain a 2 metre social distance from other adults and children outside their bubble.

Staff are encouraged to wear masks when bringing children in and out of school and when moving around the corridor and using welfare rooms. This advice will be reviewed in Easter 2021.

Pupils should not wear face masks in the school or the playground. If children attend school wearing facemasks they should be asked to remove them following the guidance on page 14 of the [DFE Operational Guidance](#) document February 2021.

### **System of Control 3:**

**Ensure everyone is advised to clean their hands thoroughly and more often than usual.**

Children and adults will wash or sanitise hands in class upon:

- Coming in at the start of the school day **(S)**
  - Before play (Especially if they are having a snack during play) **(W)**
  - After play **(S)**
  - Before Lunch **(W)**
  - After Lunch **(S)**
  - Before going home **(S)**
  - If they sneeze, cough or blow their nose **(S)**
  - When they change rooms (using group or intervention rooms) **(S)**
- (W) Recommended Wash (S) Recommended Sanitiser

Some of these washes can be substituted for sanitiser but not all as handwashing is thought to be more effective. Staff should only give children limited amounts of gel, supervise it being rubbed in and discourage children from licking their hands after application. Gel must be kept secure in classrooms.

Staff have been made aware of handwashing advice which can be found here. [NHS Handwashing Advice](#).

Please note:

- There will be ample antibacterial soap in each class
- There will be 70% alcohol based hand sanitizer in each class.
- Children can supply their own soap/hand cream etc. but this needs to be left in school.
- Hands should be washed for 20 seconds.
- Essential Visitors will be able to visit school with the express permission of the Executive Headteacher, Head of School or School Business Manager. Essential visitors will be asked to clean their hands on arrival and at regular intervals depending on the length of visit. Visitors must sign in and leave details so they can be contacted by NHS Test and Trace if necessary.
- Dispensers for adult use will be installed in the entrance areas, staff toilets and staffrooms.

#### **System of Control 4:**

##### **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.**

Staff and children have been made aware of the catch it, bin it, kill it approach and [signage](#) has been placed around the school.

On return in March 2021 all staff will re-teach children the “catch it, bin it, kill it approach” and children will have regular reminders about this. When children sneeze they will follow the handwashing guidance outlined in System of Control 2.

In every classroom there is a specific tissue bin that will be changed regularly and disposed of in line with guidance. Each class will have ample nose tissues and if they need more these can be sourced from the respective site manager.

Risk assessments will be in place for any child who due to special needs may struggle with good respiratory hygiene and the Federation Senco, Mrs Lianne McGagh, will be able to support teachers further.

If a child deliberately practices poor respiratory hygiene (i.e sneezes/coughs deliberately on or near others) this should be dealt with as a behaviour issue following the behaviour policy COVID19 appendix and this should be reported to the Head of School.

#### **System of Control 5:**

##### **Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.**

Enhanced cleaning has been put in place in both of our schools. Additional cleaning hours have been arranged. The after school cleaning schedule can be found in [Appendix 2](#) at the back of this document. The following people are responsible for these areas:

<b>Market Rasen</b>	<b>School:</b>	<b>Nettleton</b>
Reception Bubbles: Mrs Atkin		Mrs O’Leary
Year 1/2 Bubbles: Mrs Parker		
Year 3/4 Bubbles: Mrs Goulsbra		
Year 5/6 Bubbles: Mr Scott		
Other Areas: Mr Scott		
Cleaning Support: Mrs Blumenschein		

From March 2021 cleaning will take place at the same times as before closure. Staff no longer need to leave their classes whilst they are being cleaned but should ensure cleaners are able to socially distance 2mtrs from other staff.

In addition to the after school cleaning additional toilet cleaning will take place mid-morning and mid-afternoon. The following people will be responsible for this.

Market Rasen:	Morning: Mrs Cole (not Tuesday)	Afternoon: Mrs Goulsbra
Nettleton:	Morning: Miss Marshall / Mrs Crump	Afternoon: Mrs Crump/Miss Marshall

We will continue with the in day cleaning routine from March 8<sup>th</sup> 2021.

At these times:

- Around playtime
- Around Lunchtimes – clean tables before lunch is eaten
- Mid afternoon

The following objects should be cleaned by the staff (or children if appropriate) in the bubble.

- Taps
- Door handles
- Keyboards/ipads/Other electronic equipment if used
- Table tops and any other surfaces that may have been touched (bookshelves, windowsills)
- Light Switches
- Window handles
- Toys
- Handrails

[See In Day Classroom Cleaning Checklist](#)

This can be done by the adult in the five-ten minutes before the end of the session. The older children may be able to help with this if the teacher does a visual/dynamic risk assessment and feels this is appropriate.

Staff working in offices should follow the [Office In Day Cleaning Checklist](#).

**Cleaning materials will be supplied in a plastic box with a lid and should be kept secure.** If more supplies are needed, staff should contact the respective site manager.

This plan has been considered in response to the new DFE guidance on cleaning in non-healthcare settings.

The Market Rasen Reception shared area will be timetabled to enable each class to have equal access. There will be cleaning in the middle of the day between groups to reduce the risk of the virus spreading from one bubble to another on play equipment. This is not an issue at Nettleton. [See EYFS Garden Cleaning Checklist](#).

The person responsible to ensure that the play area is cleaned between bubble classes is Miss Parker, EYFS leader.

### **System of Control 6:**

**Consider how to minimise contact across the site and maintain social distancing wherever possible.**

#### **General Principles:**

General principles that should be followed are:

- Staff should maintain a 2mtr social distance from other staff wherever they can. This includes in the corridors, photocopiers and welfare rooms.
- Staff should maintain a 2mtr social distance from children if they can but it is recognised that this will not always be possible.

- Children should be discouraged from touching adults and their peers as much as is possible taking into account their age.
- Staff are encouraged to avoid close face to face contact and minimise the time they spend within 2 mtr of anyone.

**Social Distancing and Bubbles are not all or nothing approaches.** We will socially distance whenever we can and keep children and staff in bubbles as much as we can. The combination of these two approaches to the best of our practical ability will make our settings safer.

### **Bubbles:**

We will operate in class bubbles-See [Appendix 1](#). Each bubble will be allocated a room, a teacher and a member of support staff and a lunchtime supervisor. Ideally others would not enter bubbles unless it was necessary; for example a supply teacher. Bubbles will not mix with other bubbles. To ensure bubbles do not mix with each other the following control measures are in place:

- Separate playtimes and play areas
- Staggered start and end times
- No whole school / Key Stage/ Year Group events (Collective Worship/Plays/Performances)
- Allocated staffing that won't cross bubbles
- Lunches eaten in classes or outside
- No whole school / year group gatherings (collective worship / plays / performances etc)
- Not usually using shared areas and if we do strict cleaning regimes in place. [See shared area guidance.](#)
- Enhanced cleaning our Reception outdoor area and resources

There is signage over the school reminded children to "Remember your bubble." Please use this language with children. We know from experience that children can do this but it needs lots of training, patience and gentle reminders. Children appear to find it harder at the end of the day so please consider this when planning activities.

There will be cases where staff may work in more than one bubble. For example P.E teaching at Market Rasen or management cover where one teacher takes multiple classes. In these instances staff need to keep 2 mtrs from children wherever possible and be meticulous about hand and respiratory hygiene.

Within bubbles, classes should be set up to create as much space between children as possible however there is no expectation of a 2 mtr gap between pupils. [See Classroom Setup advice.](#)

If senior leaders need to enter classes for purposes of contact with children, communication or monitoring they will usually only come into the area around the door.

### **Bubbles**

Staff should not enter bubbles other than their own wherever possible. This includes

- Kitchen Bubbles
- Administration office bubbles
- Other offices including SEND

### **Staff Welfare Rooms**

We will continue with dedicated welfare rooms for different staff to aid social distancing. Staff are strongly encouraged to take breaks outside whenever possible. In welfare rooms, staff must adhere to 2mtr social distancing.

<b>Reception Bubble MR:</b>	Library
<b>Y1/2 Bubble MR:</b>	Intervention Room
<b>Y3/4 Bubble MR:</b>	Staffroom
<b>Y5/6 Bubble MR:</b>	Hall
<b>Nettleton:</b>	Staff can use the staffroom or the shared space in the main building. Staff are able to get hot drinks from the main office if they cannot access the staffroom.

### **Corridors:**

There will be yellow markings around the building to support with passing in corridors. Children and adults should ensure as much space as possible when passing in corridors. Most furniture has been removed from corridors for this purpose.

### **Toilets:**

Children will be allocated toilets they should use -See [Appendix 1](#). Children are able to share toilets with children from other bubbles. Toilets will be cleaned more regularly; see in day cleaning. Reception children eating in the hall at lunchtime will use their nearest toilet not their bubble toilet. The adult taking them will ensure they have washed their hands thoroughly.

### **Resources:**

Children will be given their own set of equipment that only they will use including a pen, pencil, ruler etc.

Children may share equipment with other children in their bubble and this equipment will be subject to the regular in day cleaning. [See System of Control 4](#).

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Pupils and staff are able to take resources such as books home however hand washing guidance should be followed.

Following Advice from the LA Early Years Team it has been decided that sand should not be used in the first instance. Water can be used for learning but should be changed regularly and not shared between bubbles. PlayDoh can be used but children will have their own pots for individual use.

### **Visitors**

#### Parents Visitors

- Only one parent is allowed in the main office at one time.
- If more than one enters they must be politely be asked to wait.
- Signage is provided outside along with markings to show them where to wait.
- Main office doors to be kept open at all times.
- Parents must not pass the airlocks. All PSA/SENCO meetings virtual or phone. Parents must not enter bubbles.

#### Other Visitors

- Visitors should only come on site if it is essential. Essential visitors include P.E coaches, music tuition, SEND support workers, social workers, trades people. (This list is not exhaustive)
- Visitors coming into the building need to be agreed by the Executive Headteacher, Heads of School or School Business manager.
- Anything to do with the fabric of the building should been done outside of school time where possible. Asbestos sign in and usual Health and Safety needs to be adhered to.
- Visitors are not permitted to enter any class bubbles.
- Visitors must sanitise hands when they enter. Signage is in place to support this.



- Office staff will have a system where they capture any visitors full name, place or work to home address (not needed for parents of children who attend our school, and phone number) for NHS TEST and Trace. These details will be kept for 28 days and then disposed of securely.

### **System of Control 7:**

#### **Keeping occupied spaces well ventilated.**

- It is important that all occupied spaces (including office/corridors/welfare rooms) are well ventilated. The site manager/caretaker will open all windows when the schools are opened up in the morning.
- Any room that is occupied should have windows open. High level windows should be open fully and lower level windows should be open enough to ventilate the room. At times when the room is not used (playtime/lunchtimes) the windows should be fully opened.
- Doors should not be kept open due to the fire risk. Please do not leave doors open or prop them open.
- Mechanical ventilation systems (air conditioning) should not be used at this time. This affects a small number of rooms at NCPS.
- Heating will be supplied as usual. Minor amendments to the uniform policy are at the teacher's discretion. E.g children wearing coats in class if necessary.

### **System Of Control 8:**

#### **Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.**

Face coverings are not considered PPE. Please refer to system of control 2 for information on face coverings.

The majority of staff in our settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
- PPE for use in the safe room is kept in the main offices.
- PPE for use in positive handling is kept in the in class cleaning boxes.
- If a child attends school in a face mask this should be
  - Removed by the child
  - Put in a sealed plastic bag (available from main office)
  - Stored and given back to them at the end of the day.
 Children are not allowed to wear face masks in school.

### **System of Control 9:**

#### **Promote and engage in asymptomatic testing, where available.**

All staff have access to lateral flow testing (LFT) using lateral flow devices (LFD) supplied by the DFE.

Staff are strongly encouraged to take part in this however we respect the individuals right to choose.

Staff can access their tests from the admin staff who will record the test kit information. Staff report their results to admin staff via e-mail. Admin staff will follow up missing results.

Testing days for our Federation are Sunday and Wednesday.

Staff have to give consent for data sharing and watch a instructional video before LFTs are distributed.

Staff will a positive or two void results should follow the advice in system of control 1

#### **System of Control 10:**

##### **Promote and engage with the NHS Test and Trace process.**

All staff and parents have been advised what to do if they or their child shows COVID19 symptoms.

The school has access to PCR tests for children or staff who may not be able to access a local test.

All staff are aware of what Test and Trace is. Information on [NHS Test and Trace](#) can be found here.

Staff will self-isolate if asked to do so by NHS Test and Trace. Parents will be aware of the need to self-isolate if asked to do so by NHS Test and Trace.

If staff or pupils are tested they should inform the school straight away of the outcome.

In the event of a positive result of staff or children the school will consult with the local Lincolnshire Health Protection Team.

#### **System of Control 11:**

##### **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

If we have a confirmed case of Coronavirus we will contact the Local Health Protection Team and follow their advice. In the event of a confirmed case of COVID 19, the affected bubble will be closed and asked not to come into school for 14 days. Home learning will begin immediately for these children. [See School Organisation-Remote Learning.](#)

The advice on pages 25-19 of the DFE operation guidance February 21 will be followed.

#### **System of Control 12:**

Contain any outbreak by following local health protection team advice.

School will follow the advice of the Local Health Protection Team if we have any confirmed cases. It may be that wider bubbles or the school is closed following advice. In this case home learning will begin immediately for these children.

## School Organisation

### School Organisation: Classroom Organisation

Please follow the following principles when setting up your classroom

- Whilst we cannot/do not need to have 2mtr distance between children, tables should be set up with gaps as big as possible.
- All children must face forward.
- Please ensure space around sink areas.
- Please think about fire evacuation routes out of the classroom if you employ rows.
- There must be a 2mtr gap between the teaching space (in front of Whiteboard) and the first desks. This is to ensure the teacher can maintain a 2 mtr gap. This should be marked in yellow tape.
- Apart from Reception, carpet areas are not required in classrooms. Children can sit on the carpet in shared areas however handwashing/sanitisation routines must be followed.
- Please only bring back in the furniture you need. It is recognised teachers will need to bring in drawer units or similar with more children in.
- Windows should be open at all times.
- **Please do not wedge open any door.**
- Soft furnishings should be removed from class (blankets/rugs/soft toys etc) as they are hard to clean.

### School Organisation: Transport

- The following should be considered if children come to school in LA transport
  - Keeping children sat in bubble groups on the bus where possible
  - Distancing within the vehicles where possible
  - Use of hand sanitiser before/after boarding and disembarking
  - Keeping children in bubbles when boarding/alighting.
- The person responsible for organising the above and liaising with LA transport service/transport provider is Miss Morgan at NCPS and Mrs Allerston at MR.

### School Organisation: Attendance

There is an expectation from the DFE that all children should return to school and this is the view of the Federation unless there is demonstrable specific medical advice against this. The Federation will be taking a supportive approach in the first instance to reassure parents and encourage them to send their child to school.

School staff should do everything they can to ensure good attendance.

The following people will be responsible for monitoring attendance:

Market Rasen: Mrs Allerston and Mrs Chaplin

Nettleton: Miss Morgan and Mrs Chaplin.

## **School Organisation: Vulnerable Staff and Children**

### **High Risk / Shielding Pupils:**

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. We will monitor engagement with this activity.

Pupils can attend school if they live with someone who is high risk / shielding. The school will support flexible drop off and pick up arrangements to enable vulnerable parents to distance from other parents.

### **High Risk / Shielding Staff:**

Some staff may have a high risk/shielding letter that currently runs to March 31<sup>st</sup>. Those staff will work from home.

### **Clinically Vulnerable staff.**

Clinically vulnerable staff are able to attend school however they must follow the systems of control will have a risk assessment that is agreed with them. Staff who live with someone who is clinically vulnerable can attend the workplace however they must follow the systems of control.

### **Pregnant Staff**

Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. More [guidance and advice on coronavirus \(COVID-19\) and pregnancy](#) is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.

An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment.

If a school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them.

While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks.

We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.

### **School Organisation: Use of Supply Teachers**

- We will only use supply teachers if we have no other option.
- Teaching assistants are allowed to lead groups or cover lessons under the direction of a qualified teacher.
- Supply teachers can now move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. It will be the responsibility of the main office to give them an overview of our COVID19 control measures. As is usual, detailed records of incoming supply staff should be kept.

### **School Organisation: Safeguarding**

- The existing safeguarding policy is in for with the COVID 19 appendix.
- It is possible that we will have a spike in CPOMS logs in March due to the amount of time we have not seen some children. Staff are reminded to log any concerns they have following the guidance in the child protection policy. In addition to logging on CPOMS staff must tell the DSL if they have a concern.
- All staff will had a CPOMS refresher in September 2020 in the INSET training.
- DSLs are on site every day and should be contacted if there are any concerns in addition to the CPOMS log.
- We expect LAC/CIN/CP meetings to continue virtually for the time being.
- Mrs Chaplin will resume working on site from March 8th 2021.

### **School Organisation: Supporting Staff**

- Any member of staff who needs support or additional support due to the COVID-19 crisis should contact the Executive Headteacher who will signpost them towards support available. LCC have a support and counselling line that employees can access.

### **School Organisation: Catering**

- Children will take their lunches as per the timetables in [Appendix 1](#).
- For classes having hot lunches at 12.00, MSAs will pick up the lunches in hot boxes and take them to classes using the provided trolleys, taking into account their manual handling training.
- For classes having hot lunches at 12.30 the kitchen will arrange delivery of the lunches to classes
- Governors have agreed (13/7/20) that staff who order hot meals via wisePAY will only pay £1.00 for their meal including the VAT. Teachers should ensure they have a break during lunchtime and are not required to support classes during lunchtime.

### **School Organisation: Buildings Management**

- Before re-opening, we will follow the guidance from the LA and DFE on opening buildings (legionella, flushing, pest control etc) after a period of shutdown.
- If you notice anything that has occurred whilst the building has been closed please report this in the usual way.

### **School Organisation: Educational Visits**

- Current advice is not to plan and trips at this point.

### **School Organisation: First Aid**

- There will always be a paediatric first aider on each site. Most staff a emergency first aid trained.
- Each bubble will have their own first aid kit. MSAs should take out the bubble first aid kit.
- First aid should can be administered as usual unless the child is showing COVID-19 symptoms in which case they should be in the safe room and PPE worn (available from the main office.)
- We are using disposable ice packs. These are very expensive so should only be used for a genuine medical need and not a comforter or placebo.

### **School Organisation: School Uniform**

- Children will wear school uniform as per before COVID-19 pandemic.
- Guidance suggests that clothes do not need to be washed anymore or differently to before.
- Staff should dress as prior to COVID-19 pandemic.
- Please refer to the COVID 19 uniform appendix.

### **School Organisation: Pupils Belongings**

Most pupil belongings will be stored in lockers. The amount of belongings a child brings in should be limited to:

- Bag (any bag is fine)
- Reading book and record
- Lunch box (if not hot dinners)
- Sun cream (If necessary)
- Coat (if necessary)

Children should not bring in toys, comforters etc. If a child needs fiddle toys etc this needs to be agreed with Mrs McGagh.

### **School Organisation: Wraparound Care**

- We will not be reopening our breakfast club at Market Rasen at this time.
- We will reopen our breakfast club at Nettleton in Beeches. Children should sit in their own bubble groups in Beeches. (E.g Class one on one table, class two at another table etc- Groups should be kept as far apart from each other as possible.)
- Town and Country Kiddies will provide before and after school care at Market Rasen as they do now.

### **School Organisation: Behaviour**

- The existing behaviour management policy remains in force supplemented by the COVID 19 behaviour appendix.
- Staff will reminded of this appendix before March 8th 2021.

### **School Organisation: PPA**

- PPA will be as per the PPA timetables. At Market Rasen this will be done by Mr Toothill and the Nettleton as per the timetable. ([See Appendix 1](#))

### **School Organisation: Reading Books**

- Reading books can continue to be used.
- Bubble adults will choose the reading book for the child ([Hall at MR Shared area NCPS](#)) whilst observing social distancing.
- When the child is finished with the book, the book will be placed in the box marked with that day on it. The book will remain in that box for 3 days to allow for any virus to die. The boxes are marked with when they can be put back in the reading boxes. E.g Monday can be returned to the scheme of Friday.
- Staff may wish to use supplied gloves when choosing, allocating and returning books.
- All children should have a reading book and be changed as before lockdown.

### **School Organisation: Coming In And Going home**

Coming In

- **Staff should be out at least 10 minutes before the expected arrival time.**
- Staff should wear face coverings when dismissing pupils if they are able to do so.
- **Where there are two members of staff in a bubble both should support coming in.**
- Children will come into the allocated gate and allocated area and line up – there is not a need for 2mtrs social distancing. **Children should not play before school.**
- Staff will bring children in as close to the arrival time as possible via the allocated door.
- Children should put belongings away as soon as possible and go into class to free spaces for the next group.

- There are markings on the corridors to keep children on the left hand side. 2 mtrs markings will be removed as they are no longer needed.
- Registers to be done as usual but brought to the office by an adult or picked up by an office adult.
- Children cannot wear facemasks. See system of control 2.

#### Going Home

- Teachers will need to organise their bubble in plenty of time so they are out on time.
- Staff should wear face coverings when dismissing pupils if they are able to do so.
- **Where there are two members of staff in a bubble both should support coming in.**
- Children will line up on the correct markings and be dismissed from there. Do not release from the door or canopy areas as we cannot achieve SD this way.
- If a parent is late the child needs to be moved away from the marking if another class will use them after.

#### Town And Country Kiddies (Market Rasen Only)

- Will drop off at the main MR office at 8.40 and admin staff will drop them off observing SD.
- Will pick up from the main MR office at 3.20. Bubble staff should take them there.

#### School Organisation: Playtimes

- Children to only use the allocated playground ([See Appendix 1](#))
- Each bubble will be allocated a set of equipment that only their bubble can use that can be easily cleaned. (Plastic skipping ropes/ rubber balls / plastic bats etc) to be cleaned with anti bacterial wipes after each playtime use. (DT to organise at MR and TM at NCPS)
- As staff may be alone, a first aid kit must be carried. Each bubble will have their own labelled first aid kit.
- If support is needed during playtime (first aid / behaviour) staff are to call for the nearest member of staff available to get help. (Classes have been placed closer to aid this. Member of SLT to circulate).
- Children do not need to keep 2 mtrs apart but should be encouraged not to touch each other or staff or be within 1 mtr of others.
- Contact activities or sports must not take place.

#### School Organisation: Lunchtimes

- Children will eat lunch in the classrooms as per [Appendix 1](#). Please note that Reception children at Market Rasen will now eat in the hall. Swallows and Finches will be at opposite ends of the hall to aid social distancing in the shared area.
- Hot meals will continue to be served in the igloo containers.
- Hot meals will be delivered to classes.
  - Market Rasen: Those classes who eat at 12.00 the meals will be taken to the classes by the MSA. Those classes who eat at 12.30 the meals will be delivered to the classes by Kitchen staff.
  - Nettleton: Mrs Flaxington will organise the delivery of food to classes for 12.00
- The allocated MSA will take the children for that hour whilst teacher has a lunchbreak. MSAs who are TAs to have lunch before or after. Please organise this with the teacher you work with.
- Ideally children will eat lunch outside distanced from other bubbles. If not they will eat in their classroom.
- Equipment will be supplied to clean up if children eat in class (dustpan/brush/table cleaner) etc. Children can help staff with this if it is safe for them to do so.
- Children who have not completed eating after 30 minutes can take their food to the playground. **Staff must ensure they sit and eat and do not play to avoid the risk of choking.**
- As MSAs will be alone with their bubble, a first aid kit must be carried at all times.
- If support is needed during lunchtime (first aid / behaviour) staff are to call for the nearest member of staff available to get help. (Classes have been placed closer to aid this. Member of SLT to circulate).

- 30 minutes in designated outdoor area. Must keep to the allocated playground.
- Only bubble toys can be used and should be cleaned afterwards.
- Whilst not needing to keep 2mtrs, children should be reminded to remember their bubble and not touch each other or staff.
- Contact activities or sports must not take place.

#### **School Organisation: Team Meetings Professional Development meetings and INSET**

- Team meetings will be held virtually.
- PDMs and INSETS will be held remotely (virtually) until further notice.

#### **School Organisation: ELSA**

- ELSA will continue as timetabled.
- ELSA staff will do these sessions face to face outside wherever possible keeping 2 mtrs away from the child they are supporting. If the session is done in a shared space the [shared space advice](#) needs to be followed.
- We need to be mindful to ensure the amount of referrals for ELSA is manageable within the capacity we have. Any referral for ELSA needs to go through Mrs McGagh.

#### **School Organisation: Birthday Treats**

- If children would like to hand out birthday treats (Haribo or similar) they need to be shop bought, individually wrapped in a sealed outer bag.
- Staff should sanitise before opening the other bags and distributing the inner bags.
- Please do not distribute food that is not individually packaged.

#### **School Organisation: Pupils Work Books**

- We reverted to our existing marking and feedback policy in September.
- Staff are able to handle books of children in their bubble and take them home if they wish.
- Staff should wash/sanitise hands after touching pupil books.
- If staff wish to wear gloves when handling books these will be supplied.

#### **School Organisation: P.E**

- Physical Education is integral to pupil wellbeing and health.
- At Market Rasen this will be delivered by Mr Toothill. (Reception will have to deliver one of their two sessions)
- At Nettleton this will be delivered by teachers following Mr Toothill planning.
- All children should come into school in their P.E kit and wear it all day on P.E days.
- Children should wash hands/sanitise before and after P.E
- As Mr Toothill (MR) will see a number of classes as much as possible, he must socially distance from the children.
- If resources at either site are shared between groups they must be meticulously cleaned between groups or be left for 72 hours.
- P.E should be done outside wherever possible. If it is done inside in a shared area the [shared area advice](#) should be adhered to.
- Changes to the Long Term plan may be needed to ensure safest aspects of PE are covered initially.
- **Contact sports should not take place at either site.**

#### **School Organisation: Music**

- Singing, wind and brass instruments carry risk of transmission of Covid-19
- These activities should not be done in whole classes (max 15) and done outdoors if there is more than this number.
- Children should not sing in school until advised otherwise.



### **School Organisation: Use of Shared Areas**

- Use of shared areas is necessary but should be limited as much as is possible.
- If shared areas need to be used and in some cases they will need to be (ELSA/Intervention/121 support/Sets within a bubble) any items that can be touched (table, chair etc) should be cleaned by the by the adult in charge at the start and end of the use.
- Children can sit on carpets in shared areas but hand hygiene must be followed meticulously
- Shared area will have signage to remind staff that it is a shared area and to ensure all contact points are cleaned before and after use.

### **School Organisation: Collective Worship**

Collective worship will continue to be done virtually for the time being.

Monday -	Church Bible Links
Tuesday -	Values
Wednesday-	As per CW planner (Significant events/religious festivals)
Thursday-	Class Collective Worship (Jigsaw/Values)
Friday-	Celebration

Children should not sing in Collective Worship.

## **Curriculum**

### **Curriculum:**

From March 2021 we will follow our usual curriculum however team leaders have organised timetables to prioritise subjects where necessary.

The North Wolds Federation curriculum will be supplemented by the use of catch up funding including tuition for those children most impacted by the school closures. The catch up plans can be found on our school websites in the Key Information section.

### **Curriculum: Remote Education In The Event Of Full Or Partial Closure**

We have a full remote education plan in case the whole school or bubbles have to close. This plan can be found in the COVID19 section of the school websites.

**Appendix 1**

Reception Organisation												
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Finches	Miss Parker Miss Wells	23	Finches	77	77/22=3.5	Mrs Goulsbra	8.40	10.30	12.00 Eat (Hall)	12.30 KS1 Playground Area 1	Kilnwell Road / EYFS Garden	In class
							3.10	KS1 Playground Area 1				
<b>TA Support</b>												
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Swallows	Miss Marshall Miss Staves	22	Swallows	69	69/11=3.13	Mrs Atkin	8.50	10.30	12.00 Eat (Hall)	12.30 KS1 Playground Area 2	Kilnwell Road / EYFS Garden	In Class
							3.20	Ks1 Playground Area 1				

### Years One and Two Organisation

Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Robins	Miss Clarke Mrs Callis	30	Robins	85	85/30=2.83	Mrs Parker	8.40	10.45	12.30 Eat	12.00 KS1 Playground Area 1	Kilnwell Road / KS1 Playground	Robins
							3.10	Ks1 Playground Area 1				
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Merlins	Mrs Matthews Miss Swift	30	Merlin's	53	53/31=1.7	Miss Swift	8.50	10.45	12.30 Eat	12.00 KS1 Playground Area 2	Kilnwell Road / KS1 Playground	B=Martins G-Merlins
							3.20	Ks1 Playground Area 2				
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Martins	Mr Briston Mrs Whitehouse Miss Fowler	30	Martins	60	60/30=2.0	Mrs Cole Mrs Whitehouse (Tuesday)	9.00	10.45	12.30 Eat	12.00 Football Playground	Kiln well Road / KS1 Playground	B=Martins G-Merlins
							3.30	Football Playground				

### Years Three and Four Organisation

Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Falcons	Miss Thompson Mrs Fisher	28	Falcons	55	55/28=1.96	Mrs Dowse	8.40	10.25-10.40	12.00 Eat	11.40 Playground 1/Claudia's garden (Windows Must be closed)	Mill Road Gate 2  Area 1	B=Main office G=Main office
							3.10	Football Playground				
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Kestrels	Mrs Woodgate Mrs Stacey	27	Kestrels	55	55/27=2.03	Mrs Stacey	8.50	10.15	12.30 Eat	12.10 Mill Road Playground 1	Mill Road Gate 2  Area 1	B=Main office G=Main office
							3.20	Mill Road Playground 1				
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Harriers	Miss Smith Miss Blumenschein	26	Harriers	56	56/26=2.15	Miss Blumenschein	9.00	10.45	12.30 Eat	Mill Road Playground 2	Mill Road Gate 2  Area 1	B=Main office  G=Main office
							3.30	Playground 2				

### Years Five and Six Organisation

Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Kites	Mr Easby Miss Heron	28	Kites	86	86/28=3.1	Miss Heron	9.00	10.10 – 10.25  Football playground	12.00 Eat	12.30 Football Playground	Mill Road Gate 1  Area 1	B=Swimming Pool door G=Main Office
							3.30					
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Ospreys	Mr Mullen Mr Maidment	27	Ospreys	79	79/27=2.92	Mr Maidment Mrs Matthews (Tuesday-Claim)	8.50	10.30-10.45  Mill Road Playground 1	12.00 Eat	12.30 Mill Road Playground 1	Mill Road Gate 1  Area 1	B=Swimming Pool G=Main Office
							3.20					
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Eagles	Miss Nuttman Miss Allen	26	Eagles	62	62/27=2.6	Miss Allen	8.40	10.30  Mill Road Playground 2	12.00 Eat	12.30 Mill Road Playground 2	Mill Road Gate 1  Area 1	B=Swimming Pool door G=Main Office
							3.10					

### Class Organisation Nettleton

June 1 <sup>st</sup> Bubbles												
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Class 1	Mrs Watson Mrs Priestly Mrs Suddaby Supply TA (121)	33	Class 1	63	63/33=2	Mrs D Suddaby	8.40	10.15	12.00 Eat (Beeches)	12.30 Playground Zone 1	Red gate R	Main Building
							3.00	Playground Zone 1				
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Class 2	Miss Morgan Miss Williams Miss Marshall	19	Class 2	52	52/19=3	Mrs S Suddaby	8.40	10.15	12.10 Eat	12.30 Grass Area	A46 Back Door	Main Building
							3.00	Playground Zone 2				Lunchtime Beeches
Bubble	Staffing	Expected Number	Room	Total Square Meterage	Sq Mtr per person	Lunchtime Supervisor	Start and end time	Playtime and Location	Lunch time and Location		Entrance to use	Toilets to use
Class 3	Mrs Parry Mrs Crump Mr McDermid	28	Class 3	61	61/28=2.3	Mrs Crump	8.40	10.30* Support from office if needed.	12.10 Eat	12.30 Playground Zone 2	Moortown Road	Main Building
							3.00	Playground Zone 2				



## After School Cleaning Checklist (V1.4)

### Classrooms and Offices

- All tables cleaned with a combined detergent and disinfectant (not bleach).
- All chairs (front, back and seat) cleaned with a combined detergent and disinfectant (not bleach).
- All hard surfaces than could have been touched in the day (window sills, bookshelves, teacher desk, plastic trunking, computer desks) cleaned with a combined detergent and disinfectant (not bleach).
- All door handles, switches, keyboards inc laptops, screens, ipads, taps, blind cords to be cleaned with a combined detergent and disinfectant (not bleach) or antibacterial wipe.
- Interactive whiteboard to be cleaned with screen wipes.
- Free standing whiteboards to be cleaned with a combined detergent and disinfectant (not bleach).(Front and legs)
- Sink area to be cleaned with a combined detergent and disinfectant (not bleach)
- General bin to be emptied & tissue bin to be double bagged and disposed of (Different if there is a suspicion of COVID 19 in bubble.
- Floor to be vacuumed.

### Toilets

- Handles, flush mechanisms, taps to be cleaned with a combined detergent and disinfectant (not bleach).
- Toilets, toiler seats urinals, sinks etc to be cleaned using a combined detergent and disinfectant (not bleach).
- Floor to be cleaned with disinfectant.

### Corridors

- To be swept / vacuumed.
- All hard surfaces than could have been touched in the day (window sills, bookshelves, cabinets) cleaned with a combined detergent and disinfectant (not bleach)

### Welfare Areas

- Shared items (Kettles/coffee jars etc) to be wiped with antibacterial wipes.
- All hard surfaces than could have been touched in the day (window sills, bookshelves, cabinets) cleaned with a combined detergent and disinfectant (not bleach).
- Floor vacuumed or swept.



### EYFS Garden Cleaning Checklist (MR Site Only)

As the EYFS garden is used by two different classes (Morning and Afternoon) it is **imperative** that it is fully cleaned between bubbles and at the end of the day. This checklist must be completed between bubble groups and at the end of the day.

**Date:**

	How	Lunchtime Check	After School Check
<b>Canopy area</b>			
Painting easel	Antibacterial Spray		
Plastic circular playdoh table and stools/resources	Antibacterial Spray		
X2 tuff spots and resources	Antibacterial Spray		
X3 large blue seats	Antibacterial Spray		
X2 small circular tables with x4 chairs	Antibacterial Spray		
<b>Main outdoor area</b>			
All metal handrails	Antibacterial spray/Wipes		
Tyres surrounding construction area	Garden Milton Spray		
Resources in water area	Water Changed Milton Solution for Resources		
Drainpipes/buckets on water wall	Garden Milton Spray		
Caterpillar tunnel	Garden Milton Spray		
Mud kitchen and accessories	Garden Milton Spray		
Large blue slide attached to climbing frame	Garden Milton Spray		
Small blue slide	Garden Milton Spray		
Resources set up inside house	Antibacterial Spray		
Tuff spot and resources set up in the secret garden.	Antibacterial Spray		
X2 large tractor tyres and resources	Garden Milton Spray		
Resources set out on large hexagonal wooden bench	Anti Bacterial Spray		

Bleach should not be used for in day cleaning.





### Offices In Day Cleaning Checklist

Offices will be deep cleaned on a daily basis. Staff working in the following offices need to complete the following in day cleaning, at a minimum mid-morning, lunchtimes and mid-afternoon.

Resources are provided to enable this cleaning.

P.E office (MR), SEND Office (MR) Main Offices (MR and NCPS), HT Office (MR), SLT Office (MR)

<b>Area</b>	<b>How</b>
All high contact surfaces (Desks, units, windowsills, tables)	Anti Bacterial Spray or wipes.
Telephone	Anti Bacterial wipes
Computer keyboard and screen	Anti Bacterial wipes
Light Switches	Anti Bacterial wipes
Door handles	Anti Bacterial wipes
Ledges outside the hatch of main offices	Anti Bacterial wipes
Photocopies Touch Screens	Anti Bacterial wipes

Bleach should not be used for cleaning.

This list is not exhaustive. Staff should review their own office and clean anything which they feel is necessary.



### Classroom In Day Cleaning Checklist

Classrooms will be deep cleaned at the end of each day. Staff working in classrooms need to complete the following in day cleaning, at a minimum mid-morning, lunchtimes and mid-afternoon.

Resources are provided to enable this cleaning.

Area	How
Taps	Anti-Bacterial wipes.
Sink Area	Anti-Bacterial wipes
Door handles	Anti-Bacterial wipes
Keyboards	Anti-Bacterial wipes
IPad screens (or other tablets)	Anti-Bacterial wipes
High contact areas including IWB pens table tops, chair fronts, bookshelves, window sills	Anti-Bacterial wipes
Light switches	Anti-Bacterial wipes
Door handles	Anti-Bacterial wipes
Any Shared Resources	Anti-Bacterial wipes or Milton solution

This list is not exhaustive. Staff should review their own classroom and clean anything which they feel is necessary.

Bleach should not be used for cleaning.

Staff must ensure that high contact areas are clear at the end of the day to allow for after school deep cleaning.