



Town Hall Campus Returning to School Protocol and Procedures

Updated in 25th February 2021

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Monday, 7th September 2020 (1st-4th September/Staff INSET and Training Days).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:-

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible."

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

All protocols and procedures are aligned to the Risk Assessment of Schools document that has been produced using a LA-approved template following 'Guidance for full opening: schools'.

The following plan outlines relevant detail from the government's guidance with further detail about how we will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

This document will outline how we have made Government recommendations appropriate to our specific context and circumstance.

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 unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Numbers 7 to 9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

In addition to this Returning to School Protocol, the school has a specific risk assessment.

Section 1: public health advice to minimise coronavirus (COVID-19) risks

Systems of Control	Action
<p>Prevention 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<p><u>Lateral Flow Testing (LFT) of Staff members:</u></p> <p>Since the beginning of the Spring term, all Claycots staff undertake a Lateral Flow Test twice weekly, which tests for the coronavirus infection. Staff must report their result to the NHS, using the NHS website, as well as to the school twice weekly. All staff complete their tests on the same days – Tuesday and Friday mornings. Only staff who receive a ‘Negative’ test result are permitted to attend school. If an LFT test gives a ‘Positive’ result, the staff member must report their result, NOT attend school, and follow the Public Health England guidance around obtaining a PCR test and self-isolating.</p> <p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 10 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term. (Please Slough guidance information on our website).</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a high risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the</p>

	<p>symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>The designated isolation space is as follows:-</p> <p>Medical Room, ground floor THC.</p> <p>Next steps: The child should be sent home with the parent and the child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 10 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result. This decision will be discussed by with the DFE new service.</p> <p>New advice service for nurseries, schools and colleges to respond to a positive case of coronavirus (COVID-19).</p> <p>The new dedicated advice service for nurseries, schools and colleges has been launched today. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE’s existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p>
<p>Prevention 2. Clean hands thoroughly more often than usual</p>	<p>Adults and children are to wash or sanitise their hands on the following occasions: Entry to school</p>

	<p>Before/after break times Before lunch When they change rooms Before and After PE lessons – handling equipment Before leaving school Anytime that they visit the toilet or cough/sneeze into their hands.</p> <p>Handwashing/sanitising facilities are available in all classrooms and additional hand sanitiser pumps have been stationed at appropriate points in school i.e. outside the entrances to the dining hall, at the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene.</p> <p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p> <p>Staff to be aware of high touch points through use of stickers and signage.</p>
<p>Prevention 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p>	<p>Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the bins in each classroom and hands must be cleaned afterwards. Bins will be emptied regularly throughout the day.</p> <p>From November 2nd, all staff should wear a suitable face covering when in corridors or communal areas, at all times. Staff do not need to wear a face covering if teaching in class. Staff members working across bubbles (e.g. HLTA) may request a visor and can request this by contacting Jo Morrison.</p>
<p>Prevention 4. Introduce enhanced cleaning, including cleaning frequently</p>	<p>At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms. Children should be allowed to go to the toilet as they</p>

<p>touched surfaces often, using standard products such as detergents and bleach</p>	<p>would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>Prevention 5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. The school will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves <u>where at all possible</u>.</p> <p>From November 2nd, all staff should wear a suitable face covering when in corridors or communal areas, at all times. Staff do not need to wear a face covering if teaching in class. Staff members working across bubbles (e.g. HLTA) may request a visor and can request this by contacting Jo Morrison.</p> <p>Staff should remain in their year group bubbles, wherever possible. The exception to this is any staff that work across bubbles, such as HLTA/PE team and SLT.</p> <p><u>Grouping the Children</u></p> <p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows:</p> <p>“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their systems of controls and increase the size of these groups.”</p>

In order for school to offer a curriculum that is best-placed to support 'catch-up' our bubbles will need to be in year groups. The reasons for this are as follows:-

- All children will be able to be considered for catch-up interventions now that teaching support can work across year groups. There would not be enough adults to support individual class bubbles.
- Our curriculum structure is based on year groups and the sharing of resources and equipment to facilities this. There would not be enough resources to support a broad curriculum if we used individual class bubbles.
- We can deploy staff internally to cover PPA/management time within a year group bubble model.
- Staggered entry/exit times and break/lunch times can be managed more effectively in year group bubbles.

Within the government guidelines, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another. Staff should be mindful of the contacts that they have during the school day and reduce these as much as possible.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible. All classrooms have line markings at the front to indicate 2 metre social distancing. In Nursery and Reception, where tables are used, children will be encouraged to sit at tables in small groups. In Years 1 to 6, where possible, tables will be positioned so that children face the front of the class and sit side-by-side not facing one another. Classrooms will be prepared as such ready for September 7th.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to year group assemblies. Efforts will be made to have virtual assemblies through Teams. Children are not to sing during assembly.

The staffroom is closed to all, with the exception of those wishing to make a drink/heat up food. Staff should not remain in the staffroom outside of time used for food preparation. Tables and chairs have been placed in order to ensure this and so they should not be moved. Whilst we understand that it is important for your own wellbeing that you see colleagues please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

The library will remain closed indefinitely, as this is a communal area. However, books will be offered through a click and collect service so children can still access reading resources.

Measures for arriving at and leaving school (inc break/lunch times)

Each day, the Bath Rd and Montem Rd gates will open at 8:25am and close at 3:45pm.

In the morning, a two-way system will operate for entering and leaving the school site, although barriers will be used to separate the flow of parents and children to create a one-way system within this. The gates will open at 8.25 and children will be taken into the

classrooms at 8.45 when the gates will close. Entrance doors will close promptly at 8:45am. Any parent arriving after this time will need to go to the front of the school and wait until a staff member can collect their children.

Children are to assemble in class lines on the playground at an appropriate distance from one another. The exception to this is Year 2, where teachers will greet children at the grey side door and at classroom doors. Year 1 and Year R will also be met by teachers at classroom doors. Class teachers will meet children and walk class lines to classrooms at 8:40am. These lines will be clearly identified with the class name. Parents must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off and leave, rather than remaining on school grounds and congregating at the drop off point.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage area to lock their bike/scooter at either entrance. Children should not cycle their bikes or ride on their scooters on the school site.

Arrival points:

Nursery: Grey side door
Year R: Reception classrooms
Year 1: Classroom doors
Year 2: In front of grey side entrance
Year 3: Line up at Year 3 point
Year 4: Line up at Year 4 point
Year 5: Line up at Year 5 point
Year 6: Line up at Year 6 point

At the end of the day parents may chose the appropriate gate to enter and leave the school site, maintaining social distance. Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. Children will be dismissed promptly.

Dismissal times and points:

Nursery: Grey side door @ 1130; Conservatory ramp @ 1530

Year R: Classroom doors @ 1500
Year 1: Classroom doors @ 1500
Year 2: Playground (by green barrier) @ 1510
Year 3: Year 3 dismissal point @ 1505
Year 4: Year 4 dismissal point @ 1505
Year 5: Year 5 dismissal point @ 1515
Year 6: Year 6 dismissal point @ 1515

These procedures will be reviewed regularly and may be subject to change. *Please note that although the school has previously communicated with parents that the school day would end at 1515 in all year groups, we have taken the decision to stagger the end of the school day as a measure to enable social distancing. We will review end of the day timings as the year progresses.*

Parents will not be available to speak to teachers unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers by emailing enquiries@claycots.com or by phoning 01753 531415 if they have queries about the day or to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. All visitors, except those visiting to meet with pupils, will be required to wear a face mask when on site.

Wearing of face masks: Parents and Carers MUST wear a suitable face covering/mask on Campus at all times unless medically exempt and can show proof of this (e.g. exemption certificate/lanyard).

Parents and carers must avoid close contact and maintain social distancing. Parents collecting siblings from multiple year groups are encouraged to wait in an area where social distancing can be maintained.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of the school procedures and they must adhere to them. Peripatetic teachers will begin attending school after the Easter holidays in April 2021, and must abide by the school's risk assessments and procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Test and Trace. Visitors will also need to provide a mobile phone number which they can be contacted on. This should be through the school app.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources can be used within the bubble but should be cleaned following use.

Shared resources, should be cleaned between use or rotated to allow 72 hours between use.

Pupils should not bring anything additional from home. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.

Packed lunches will be allowed to be brought to school and these will be stored on class/year group lunch time trolleys.

Teachers can now take books home (and return them freely) to assess or use to support planning etc.

Wherever possible, meetings will take place virtually. If this is not possible, meetings will be held in a well ventilated area, with staff sat in bubbles (e.g. CPD)

<p>Prevention 6. Where necessary wear appropriate personal protective equipment (PPE)</p>	<p>PPE is essential in the following two circumstances; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support)</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves <p>Children are permitted to wear face coverings in other circumstances if they choose to do so, however these are not provided by the school.</p> <p>Staff should wear a suitable covering at all times on the playground and when in communal areas, from November 2nd. Staff moving between bubbles can request a face visor.</p>
<p>Response to any infection 7. Engage with NHS Test and Trace</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>As noted above, all staff must report their LFT test outcome to the school and to the NHS twice per week.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations. Parents and staff should inform the school immediately of a test result.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or negative result.</p> <p>If the test result is negative and the child or staff member is symptom free for 48 hours they can return to school.</p>

	<p>If the test result is positive, the child and family or the staff member need to follow the 'stay at home' guidelines. See Slough COVID Guidance (16/9/2020) on our website.</p> <p>(https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-forhouseholds-with-possible-coronavirus-covid-19-infection).</p>
<p>Response to any infection 8. Manage confirmed cases of coronavirus</p>	<p>New advice service for nurseries, schools and colleges to respond to a positive case of coronavirus (COVID-19). The new dedicated advice service for nurseries, schools and colleges has been launched today. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive). This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 10 days but those living in the household do not have to unless the child/adult shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the</p>

	<p>symptomatic child's/adult's test is negative, they must continue to isolate for the remainder of the 10 days. If the result is positive, they must inform school immediately and isolate for days from the onset of symptoms. (See Slough Guidance for parents)</p> <p>Claycots School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation. However, Parents should inform the school immediately about the test result.</p>
<p>Response to any infection 9. Contain any outbreak by following local health protection team advice</p>	<p>New advice service for nurseries, schools and colleges to respond to a positive case of coronavirus (COVID-19)</p> <p>The new dedicated advice service for nurseries, schools and colleges has been launched today. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The DFE would advise throughout.</p> <p>This could result in a bubble lockdown, a school closure or/and a mobile testing station being established in school.</p>

	Testing will focus on the affected classes, then their year groups and then the remainder of school if required.
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Section 2: School Operations

Aspect of School	Action
<p>Transport</p>	<p>Staff and parents should follow the guidance for wearing face coverings if they use public transport to make the journey to school</p> <p>Children should not attend trips or visits if they are required to use public transport to get there</p> <p>Staff should not commute together.</p>
<p>Attendance Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p><u>Attendance expectations</u></p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before, i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up. From 8th March 2021, attendance at school is mandatory for all pupils unless a child is self-isolating due to COVID symptoms/positive test of self/house hold member, or that they are deemed clinically extremely vulnerable by a medical professional (proof will need to be seen).</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority’s code of conduct).</p> <p><u>Pupils who are shielding or self-isolating</u></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may be directed to isolate their children again. Claycots will support those parents through dialogue with the school nurse team so that appropriate advice can be offered.</p> <p>Where children can’t attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>

	<p><u>Pupils and families who are anxious about returning to school</u> If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance. Those pupils are to be identified by school and will receive support from the Inclusion Team in order to ensure they return to school as quickly as possible.</p>
<p>School Workforce</p>	<p><u>Staff who are clinically vulnerable or extremely clinically vulnerable</u> Claycots School has planned to follow the full measures within the guidance, therefore all staff will return to the workplace as normal.</p> <p>Staff members in receipt of an NHS letter informing them that they are extremely clinically vulnerable and need to shield should liaise with HR.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p><u>Deploying support staff and accommodating visiting specialists</u> As per government guidance, HLTAs or TAs may be deployed to lead groups or cover lessons under the direction and supervision of a qualified teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><u>Supply teachers and other temporary or peripatetic teachers</u> Supply teachers will be used as a last resort to cover classes, however, if required they will need to maintain stringent distancing.</p> <p>Likewise (according to the guidance) sports coaches, cover teachers, intervention teachers and peripatetic teachers will be permitted to teach various groups of children whilst following appropriate distancing measures. These will need to be consistent people, not changing week-to-week.</p> <p><u>Staff taking leave</u> The government has set a requirement that people returning from some countries will be required to quarantine in line with government guidance on the amount of time.</p>

	Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No homeworking role is available to those adults therefore staff would be determined as being absent without leave.
Safeguarding	All existing pre-Covid safeguarding measures will return as normal.
Catering	The expectation is that the school kitchen will be fully open in Autumn term and will return to a full menu.
Lunch and break times	<p>Nursery pupils who are in school for 30 hours p/w will eat their lunch in their classrooms. Other Nursery pupils will attend AM/PM session with no lunch.</p> <p>A rota will be drawn up to ensure that only members of staff within appropriate bubbles will supervise their bubbles at break times. Children will stay with their bubbles to avoid any cross-contamination. Tables and chairs will need to be cleaned both before and after use.</p> <p><u>Timings of the lunchtimes will be staggered, as will break times:-</u></p> <p>During lunch and playtime, the playground will split into two halves, section A and B. Year group bubbles will be assigned a side to stay in each day. This will be communicated with children when they return, in line with behaviour expectations. Sections of the playground used will rotate between play and lunch to ensure fair access to resources and play equipment for pupils. Class teachers/supervising adults will promptly collect children at the end of each play/lunch session to ensure year groups do not overlap. Children should stay in the lunch hall until their session ends to mitigate the risk of them interacting with children from other year groups.</p> <p><i>Playground Section A – wooden playground equipment and line markings</i> <i>Playground Section B – side of playground with access to MUGA</i></p> <p><u>Break times:</u> Year 1 – 1020-1035 Section A Year 2 – 1020-1035 Section B Year 3 – 1035-1050 Section A Year 4 – 1035-1050 Section B Year 5 – 1050-1105 Section B Year 6 – 1050-1105 Section A</p>

Lunch times:

Year R – 1120-1205

Year 1 – 1145-1230

Year 2 – 1145-1230

Year 3 – 1215-1300

Year 4 – 1215-1300

Year 5 – 1245-1330

Year 6 – 1245-1330

Lunch timings and locations

MH – Main Hall

SH – Small Hall

Year Group	Lunch timings	Lunch location (eating)	Playground section
R	1120-1205	MH 1120-1145	EYFS area
1	1145-1230	MH 1145-1210	Section B 1210-1230
2	1145-1230	SH 1145-1210	Section A 1210-1230
3	1215-1300	SH 1215-1240	Section B 1240-1300
4	1215-1300	MH 1215-1240	Section A 1240-1300
5	1245-1330	SH 1245-1310	Section A 1310-1330
6	1245-1330	MH 1245-1310	Section B 1310-1330

All staff will need to be flexible at the start of the year to ensure that lunchtime is able to run smoothly.

	Staff who are required to help supervise the children whilst they eat and wish to claim a staff duty meal will need to eat their meal with the children.
Estates	<p>The Site team will conduct the normal pre-term building checks as per the existing schedule of work.</p> <p>Teachers need to ensure that classrooms have good ventilation (open windows and doors).</p>
Educational Visits	<p>In line with DfE instructions there will be no overnight school trips.</p> <p>School trips are permitted to resume however we will risk assess these on an individual basis and communicate to staff and parents as soon as possible.</p>
Wraparound Care	<p>Wraparound care is permitted to continue as a breakfast club only. Children attending wraparound care will ideally need to be kept in separate year bubbles, however, that might not be possible due to space and limited staff numbers. Therefore children will need to remain in small consistent bubbles, observing very good hand hygiene and it is the responsibility of SCL to manage this.</p> <p>At the THC, SCL will be based in the Main Hall for before school wrap around care. Children should be dropped off at the entrance to the Main Hall and collected from this point.</p>

Section 3: Curriculum, behaviour and pastoral support

Aspect of School	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious; all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>During this period, children will be given time and space to re-settle back into school and re-establish the expectations of the routines and boundaries in school to ensure positive behaviour for learning.</p> <p>We will return to the normal teaching of all subjects in the Autumn Term. Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys. There will also be a focus on children’s well-being and the Recovery Curriculum within the first week/2 weeks of school.</p> <p>Ongoing CPD is planned throughout the Autumn Term to support teachers with assessing and planning appropriate learning experiences for children to ensure that gaps in learning are addressed and the curriculum remains broad.</p> <p>Remote education will become a focus in the sense that we will have a remote learning plan that will be shared with children and parents so that they are familiar with the set up should we go into another lockdown.</p> <p>The school has a Contingency Plan in place for any required remote learning.</p>
<p>Music</p>	<p>Given that there could be an additional risk of infection, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another.</p> <p>This has implications for our music curriculum and adjustments have been made.</p>

PE	<p>PE lessons will still take place. Where possible, they are to take place outside. Where this is not possible, spaces should be appropriately ventilated.</p> <p>Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p>
Pastoral Support	<p>The Inclusion Team will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, the Deputy Headteacher in charge of the Inclusion team is to be informed so that specific interventions can take place. All members of the Inclusion Team will need to ensure they distance appropriately during meetings (outside preferably) given that they will be required to work across bubbles.</p>
Behaviour Expectations	<p>The new approved Behaviour Policy and coronavirus amendment will still apply.</p> <p>During September, expectations of behaviour will be shared and widely discussed. The climate and culture need to remain one of high expectations, positivity and respect for one another.</p>

Section 4: Assessment and accountability

Aspect of School	Action
Primary Assessment	All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. Year 2 children will complete the Phonic Screening check that was missed in Year 1.

Section 5: Contingency planning for outbreaks

Aspect of School	Action
A local outbreak	If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.
Remote education support	<p>Claycots School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> - Children are to take home their individual stationery packs and their current exercise books - Children will be able to take photos of their learning and email them to the class teacher so that teachers can monitor progress and offer supportive feedback if appropriate. - Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. - Children will receive home-learning packs (either online or paper-based) to complete. Efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> - Children will receive learning opportunities for a range of subjects each week - Learning will be sequenced as per our current curriculum model - Teachers will provide written explanations and some video or verbal explanations to support the learning - Teachers will provide paper-based tasks, online tasks, emailed tasks

- Children will have exercise books for emailed tasks
- Positive feedback will be provided to those children who email photos of work or send attachments to teachers via email.

The school has an up to date Contingency Plan in place for any required remote learning which is available on our website, www.claycots.co.uk