

ST. MARY'S CATHOLIC PRIMARY SCHOOL

A doorway to a life of love and learning
in the light of Christ.



Planned Return to School
Strategy and Risk Assessment

September 2020

This document aims to address the main risks in the spread of coronavirus while children are in school and specifies the continued organisational changes needed to minimise these risks, in order for all pupils to return full time to school from 3rd September 2020.

In addition, it details measures that can be put in place to support the ongoing well-being of pupils and staff. All guidance and information provided by the Department of Education and Oxfordshire County Council have been adhered to in forming this plan and interpreted as to how they can be practicable at St Mary's School.

SUBJECT	ACTIONS AND CONSIDERATIONS
ORGANISATION	<ul style="list-style-type: none"> • Parents will be contacted via email to summarise the procedures affecting their children's safe return to school. • Pupils in Years 1-6 will return to school on Thursday 3rd September and EYFS pupils' start to school will be staggered over Thursday 3rd September and Friday 4th September. <p><u>Pupils Arriving at School</u></p> <ul style="list-style-type: none"> • EYFS and Key Stage 1 pupils will be asked to enter via the gate from Bicester Leisure Centre carpark, between 8:40am and 8:50am. (Temporarily, EYFS will be asked to arrive between 9:00am and 9:10am) • Key Stage Two pupils will enter via the front pedestrian gate. • Additional signs have been made which will give clear instructions. These include reminders about socially distancing while waiting for instructions from school staff. • Staff will meet children at the gate and direct them to their playgrounds to line up in discrete class groups. Children will be supervised while waiting to enter classrooms. Parents will be asked not to come onto school premises at this point.(Clear guidance will be given to parents in advance) • Children will be asked to wash their hands upon entering school, additional playground sinks have been purchased to assist with this. • Children will be asked to bring as little as possible with them – information will be given to parents regarding when PE kits are needed, plimsols and the procedure for home reading books.

- Children will be asked to store belongings in cloakrooms – specific to each class or their school tray.

Pupils Leaving School

- Parents will be asked to enter the school from 3:10pm via the side pedestrian gate and follow a one way system – directed by school staff.
- Gates will be opened by staff at the designated times and parents will be directed past classrooms where teachers will be waiting with pupils. Children will be sent to parents as they arrive and parents will be asked to keep moving and exit through the main pedestrian gate.

Class Organisation

- There will be no 'whole school' gatherings such as assemblies. (Whole school worship will be organized through video and live stream)
- Children will remain in class groups and movement to other classrooms and areas of the school will be restricted and minimized
- Desks will be forward facing with appropriate spacing to allow for movement within each classroom
- Staff, where practicably possible, will work with the same class group
- Children will enter and exit their classrooms through external doors
- Children will be reminded of 'new safe procedures', reasoning explained and time given to discussion
- Each class group will have its own specific toilets to use – a cleaning check list will be adhered to by staff throughout the day
- Times for refilling water bottles will be organised to ensure distancing.
- Most equipment and resources will be assigned to individual pupils or pupils may be asked to provide their own.

	<ul style="list-style-type: none"> • Any resources or equipment that are shared will either be disinfected or left unused for a period of 72 hours • All unnecessary items/resources will be removed from rooms and stored away. <p><u>Break and Lunch Times</u></p> <ul style="list-style-type: none"> • Break times will be staggered to allow each class to use a whole playground. • Large outdoor play equipment will be used by a class at a time on a daily rota basis • Hands will be washed before and after break time. Outside sinks have been purchased to assist with this and will be on all playgrounds. • Lunches will be eaten either in classrooms – children will stay at their own desks (Surfaces will be cleaned and disinfected before and after) or outside as picnic lunch • There will be no hot lunches • Lunchtime playtime will be organised as morning break.
WELL-BEING	<ul style="list-style-type: none"> • Time is planned with staff before reopening so questions and concerns can be discussed and addressed. • On pupils return, time will be given on the first morning to discussing the return to school and answering any questions they may have. • Regular PSHE work will be timetabled in order to address issues relating to the current situation. • The teacher with responsibility for SEND and vulnerable pupils will be in school for the equivalent of three days per week. The HT and DHT will be in school every day (both Designated Safeguard Leads) • Well-being and mental health resources have been sourced and shared with all staff. • Well-being of staff and pupils will be regularly monitored and issues addressed when and where needed.

<p>COMMUNICATION WITH PARENTS</p>	<ul style="list-style-type: none"> • Parents will be emailed to explain how the return to school will be organised. This will include practical information relating to the organisation section of this document. • Where possible, we will endeavor to address any questions or concerns parents may have prior to the return to school and will continue to do this once the term begins. • Parents will be encouraged to contact school via email or telephone rather than visit school. • We will continue to communicate with parents to keep them informed of changes/expectations.
<p>STAFFING</p>	<ul style="list-style-type: none"> • All staff will be working their full contracted hours throughout the week. • Meetings with each of the staff groups have been arranged prior to the return to school in order to address any issues and questions they may have. • Risk assessments and strategic planning will be evaluated and amended through discussion and agreed by staff. • Where possible the same staff team will remain with discrete class groups. • The whole school day timetable, including breaks and lunchtime will be managed by the same staff group for individual classes. • Staff will be asked to keep social distancing rules wherever possible, except where a safeguarding issue supersedes this. • Staff who are in a vulnerable group will have individual risk assessments agreed through discussion with the H/T • Staff groups will continue to meet regularly and well-being will be continually monitored by the H/T and SLT.

CURRICULUM	<ul style="list-style-type: none"> • The curriculum has been planned, taking into account the need for stringent assessment of all pupils and is being continually monitored by SLT. • A 'catch up' programme will be put in place to address the needs of individual pupils
MEAL ARRANGEMENTS	<ul style="list-style-type: none"> • All children will be asked to bring their own fruit/vegetable snack for morning break • All children will be asked to bring their own water bottle • School lunches will be available from <i>Fresh Start</i>. This will be a reduced menu offering deli/sandwich options to begin with. (<i>Fresh Start</i> have provided their own RA) • Meal times will be staggered to accommodate individual class recreational time outside
HYGIENE	<ul style="list-style-type: none"> • The school has been thoroughly cleaned during the summer break. (Cleaning staff having worked full hours) • Cleaners will continue to ensure enhanced daily cleaning of desks, chairs, door handles, toilets, taps, etc. throughout the school. (Specific schedules have been discussed and agreed) • In addition, regular cleaning of 'touch points' throughout the day will take place. • Classes will have supplies of antibacterial wipes, sanitiser and cleaning equipment. • Any shared equipment (although this will be minimal) will be sanitised between users. • Regular cleaning/use of wipes will be the responsibility of all school staff. • Extra appropriate cleaning products continues to be purchased.
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Outside sinks have been purchased for each playground. • Pupils will be supervised washing hands before they enter the building, at the start of break times and lunchtimes and before they leave school. • Additional soap and hand towels have been purchased. • Tissues will be available and children will be reminded to use these once and then dispose of them.

	<ul style="list-style-type: none"> • All refuse bins (indoors and out) will be emptied at least once a day. • Additional health and safety signage has been made and purchased. • Four members of staff (throughout the school) have been Pediatric First Aid trained
<p>INFECTION CONTROL</p>	<ul style="list-style-type: none"> • Parents have been asked to keep up to date with the Government Information and Guidelines with regard to their children's return to school. • Parents will be asked to ensure that pupils do not come to school if they, or any member of their household, is displaying symptoms synonymous with coronavirus. • Parents should inform us if this is the case. • If a pupil displays any symptoms whilst in school, they will be taken to the Quiet Room until a parent is contacted to collect them. Staff should endeavour to distance from the child as much as possible. • The child should not return to school until they have been tested or have isolated for the required period. • Upon identification of a positive test, the HT will follow the process set out by public Health England regarding 'Test and Trace' Parents will then be informed about testing for COVID-19 and requirements to isolate. • Areas, including the Quiet Room, where the child has been will be cleaned/disinfected immediately. • Visitors to the reception/office area will be asked to use hand sanitiser and where possible avoid entering the main school building. • Contractors will only be attending school premises where necessary - they will be asked to use sanitiser/hand wash and adhere to social distancing at all times.
<p>EMERGENCY PROCEDURES</p>	<ul style="list-style-type: none"> • Plans have been drawn up for an appropriate emergency evacuation procedure – this has been discussed with staff and will be shared with pupils. (A planned evacuation was successfully carried out in July 2020)

This plan will be continually evaluated and updated in line with Government direction and the feasibility of its success for the community of St Mary's Catholic Primary School.