

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

November 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 and subsequently notified of any significant changes • Pupils in Years 1-6 returned to school on Thursday 3rd September and EYFS pupils' started school 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. (For the first week EYFS arrived 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) • When weather is inclement Teaching Assistants will be at the gates and children will be guided straight into their classrooms where teachers will supervise hand washing and settling to tasks • Children will be asked to wash their hands upon entering school, additional playground sinks have been purchased to assist with this when weather permits

- 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 3:05pm 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 asked to enter in single file – walking in adherence to social distancing - 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.
- Parents are discouraged from arriving early, queueing across pathways around the perimeter of the school, gathering in groups and rushing to enter the school premises.

Class Organisation

- There will be no 'whole school' gatherings such as assemblies.
(Whole school worship will be organized through video and live stream. Class Masses will be celebrated in the school hall each week following Archdiocese guidelines)
- Children will remain in class groups and movement to other classrooms and areas of the school will be restricted and minimised
- 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

	<ul style="list-style-type: none"> • Children will continually 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. • 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 • Handwashing will take place before and after break times and lunchtimes. Outside sinks have been purchased to assist with this and will be on all playgrounds. (Weather permitting) All classrooms have integral sinks. • When lunches are eaten in classrooms – children will stay at their own desks (Surfaces will be cleaned and disinfected before and after) • Lunchtime playtime will be organised as morning break.
WELL-BEING	<ul style="list-style-type: none"> • Time is continually planned with staff so questions and concerns can be discussed and addressed. • Any changes or additions to routine will be discussed with pupils and time is always given to answer any questions they may have. • Regular PSHE work will be timetabled in order to address issues relating to the current situation.

	<ul style="list-style-type: none"> • 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
COMMUNICATION WITH PARENTS	<ul style="list-style-type: none"> • Parents will be emailed to explain any significant changes in routine or expectations. This will include practical information relating to the organisation section of this document. • We will continually endeavour to address any questions or concerns parents may have. • Parents will be encouraged to contact school via email or telephone rather than visit personally • Information regarding pupil progress, behaviour or concerns will be communicated via email or telephone conversation
STAFFING	<ul style="list-style-type: none"> • All staff will be working their full contracted hours throughout each week. • Risk assessments and strategic planning will be evaluated and amended through discussion and agreed by staff • Meetings with each of the staff groups are planned and regular to discuss updates to the RA and to address any issues and questions they may have. • 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 • Teaching Assistants working with pupils on intervention will adhere to discrete class groups and be assigned to specific areas in the school – numbers will be limited in accordance with space

	<ul style="list-style-type: none"> • Staff will be asked to keep social distancing rules wherever possible, except where a safeguarding issue supersedes this • Staff have three discrete places in the school, in accordance with working areas, to spend breaks and lunchtimes • Staff who are in a vulnerable group will have individual risk assessments agreed through discussion with the H/T • Staff groups will meet regularly (observing social distancing and ventilation of space) 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 has been put in place to address the needs of individual pupils
MEAL ARRANGEMENTS	<ul style="list-style-type: none"> • Children in KS2 will be asked to bring their own fruit/vegetable snack for morning break (Provided for EYFS and KS1) • All children will be asked to bring their own water bottle • School lunches will be available from <i>Fresh Start</i> including hot lunches. • KS2 children will eat in their classrooms – lunches will be brought to classrooms in biodegradable containers. • EYFS and KS1 children will follow a rota to eat in the school hall • Lunchtimes will be supervised by the staff discrete to each class • Meal times will be staggered to accommodate individual class recreational time outside
HYGIENE	<ul style="list-style-type: none"> • The school has been deep cleaned during the half term break. • Cleaners will continue to ensure enhanced daily cleaning of all desks, chairs, door handles, toilets, taps, etc. throughout the school. (Specific schedules have been discussed and agreed)

	<ul style="list-style-type: none"> • 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 use of 'Fogging Machine' will enhance antibacterial cleaning (Specifically areas with soft furnishings) • Regular cleaning/use of wipes will be the responsibility of all school staff • Extra appropriate cleaning products continue to be purchased
<p>HEALTH AND SAFETY</p>	<ul style="list-style-type: none"> • Outside sinks have been purchased for each playground • Pupils will be supervised washing hands at the start/end of break times and lunchtimes and beginning/end of school. • Additional soap, sanitizer and hand towels have been purchased • All areas of the school will remain well ventilated – windows and doors open (Fire doors will be closed overnight) • Tissues will be available in all classrooms and children will be reminded to use these once and then dispose of them. • 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 re. COVID-19 symptoms and testing • 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. (Digital temperature taken)

	<p>Staff should endeavour to distance from the child as much as possible (PPE is available to all staff)</p> <ul style="list-style-type: none"> • The child should not return to school until they have been tested or have isolated for the required period. • Areas, including the Quiet Room, where the child has been will be cleaned/disinfected immediately. • 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 • 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 shared with pupils. (A planned evacuation was successfully carried out in October 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.

EVALUATED AND UPDATED 2ND NOVEMBER 2020