

Meadow View Plans for Re-opening

Name of Bubble	Staff	Arrival Time	Home Time	No. of Chn	Children Expected	Sibling notes	Lunch delivered to bubble	Toilet Access	Staff-room Access
Red F1	Teacher Nursery Nurse TA 0.6 SMSA 0.4	9:20	12:00 for morning children 3:10 for 30 hour children	7 wanting to attend Capacity for 15 in total			11:45	3 F1 unisex Toilets in the F1 class	FS Kitchen Freely Available
Orange F2	Teacher TA 0.6 TA 0.4 TA	9:10	2:30	14 wanting to attend Capacity for 15 in total			11:45	3 F2 unisex Toilets in the F2 rooms (Middle bay is not to be used at all)	8:30-8:35 10:00-10:05 12:00-12:05
Yellow Y1	Teacher 0.6 HLTA 0.8 TA (N.B. There will only be 2 members of staff on Mon, Tues and Fri due to part time working)	9:00	2:40	6 wanting to attend Capacity for 10 in total			12:00	4 unisex toilets. (These are normally the infant girls toilets)	8:20-8:25 10:10-10:15 12:10-12:15
Green Y2-Y5 KEYWORKER AND VULNERABLE CHILDREN	Teacher TA HLTA 0.6	8:40	3:00	9 wanting to attend Capacity for 15 in total			12:00	Infant boys toilets for boys Disabled toilet for girls	8:00-8:05 10:20-10:25 12:20-12:25
Blue Y6	Teacher TA TA	8:50	2:50	14			12:00	Junior boys toilets	8:10- 8:15 10:30-10:35

				wanting to attend					Junior girls toilets	12:30-12:35
				Capacity for 15 in total						
Indigo										
Violet										

NB: If we were to need to open more bubbles, the staffing ratio, would need to be reduced to 2 adults in each bubble. If we were to go to 2 members of staff per bubble. This would only enable a maximum of an extra 2 bubbles to open. If we were to make the decision to open more bubbles, we would have to reconsider much more of this thinking. E.g use of toilets, PPA. Breaks, drop offs etc. An extra bubble would only be opened after discussion with JMAT and the Governing Body.

Staffing

Every member of staff have been sent a survey to ascertain who can come back to school and to elicit their views on what would make them feel safe. These staff surveys have been taken into account when putting this plan together.

All families in F0, F1, F2, Y1 and Y6 have been phoned to see who feels safe and who wants to come back to school on 1st June 2020.

The school will have on site,

1. School Leadership
2. Admin
3. DSL
4. First Aider
5. Extra cleaning and premises support

Ratios: Each team will be put into 'bubbles' and given a rainbow colour.

Each bubble will be allocated 3 members of staff to support reduce cross-contamination and they will have the ability to not need any other staff to enter their bubble.

The 3 staff members in each bubble will;

1. Meet children at the gate and bring to the bubble.
2. Provide teaching and learning with social distancing at the forefront of each adult and support children to understand this.
3. Provide cover arrangements to enable their team members to make a drink at break and a 30-45 minute lunch break.
4. The support staff will ensure that the teacher has an afternoon away from the bubble for PPA. This can be any member of support staff and teacher must ensure that work is left for the children to complete. (DFE guidance)
5. Each bubble will supervise their children at playtime and lunchtime. Teachers may want to take cones outside to designated an area for themselves if they feel this is required.
6. The extra capacity will allow staff time to regularly wipes desks, surfaces and door handles and escort children to toilet if needed (maintain a safe distance at all times).
7. If a child shows symptoms, ring Amy in the Office to phone parents immediately, put on your bubbles allocation of PPE and sit with the child in an isolated area until parents arrive.

Should a member of staff phone in ill, we will not be able to allocate an additional member of the staff to the bubble, therefore the bubble will continue to run with 2 staff members. Should 2 staff members be ill, one staff member can be replaced by a member of SLT (Trish) for a minimum of 1 week (as per DFE guidance). Should the member of staff return sooner than this, they will work in school in a separated area.

Schedule for Re-Opening

- Monday 1st June – Keyworker and Vulnerable Children Only (Children will be in their bubbles – this will mean there will be reduced numbers to trial)
- Wednesday 2nd June – Keyworker, Vulnerable Children, Y6 and Y1 Only
- Thursday 4th June – All Children including FS

COVID-19 and Testing

If a member of staff falls ill with symptoms of COVID 19 during the working day, they will be immediately sent home and asked to book themselves a test. If the test is negative, they can return to work immediately, if they test positive they should inform the Head Teacher as soon as possible.

If a child falls ill with symptoms of coronavirus, SLT should be informed immediately. The child should be immediately separated from the bubble and moved into the ‘medical room’ opposite Jade’s Y2 classroom, a member of staff from the bubble should go into full PPE and stay with the child until the parents come to collect. When the parents arrive to collect, the child will need to be escorted by the member of staff in full PPE around the outside of the school building to the green gate. Jenni or Kerry will unlock the gate. The parent will be asked to arrange a test for their child. If the test is negative, they may return to school immediately. If the test is positive, they must inform the school immediately.

If there is a confirmed case of covid-19 in school, the whole bubble that contains the staff member or child with the illness will be sent home to isolate for 7 days and their families will be advised to self-isolate for 14 days.

Drop Off Arrangements

We are implementing a one-way system in and out of the school. Parents and children will enter the school down the footpath, drop their children at the front of school and exit up the driveway. There will be arrows spray painted on the floor to indicated the direction of travel.

Only 1 parent can drop off their child/ children. Older children may come to school on their own, but it will be stressed to parents that they must go through the guidance with their child before sending them.

We will have one half of the green gates and grey gates open at the top of the drive to allow people to exit. The side which is open should be the side that is furthest away from the ‘in’ footpath

There will be 15 spots spray painted on the footpath each 2m apart as a queuing system in case all 15 parents do arrive at the school at the same time.

There will be a member of SLT or Admin will be at the top of the drive and at the bottom of the drive ensuring social distancing and directing parents and children to adhere to the rules. These members of staff will be supplied with PE cones to create a 2m distanced barrier to indicate a safe area around them that parents and children cannot enter. The member of staff at the top of the drive will have a walkie talkie to communicate with school should it be required.

The driveway gates will remain closed for the entire drop off period. The gates will close at 8:30am and re-open at 9:30am.

1 members of staff from the ‘bubble’ will be allocated the role of being on the playground, observing the safe arrival of the children and watching them enter the classroom. On the rare occasion, there is more than 1 adult on the yard from different bubbles, they must ensure that they are well spaced away (at least 2 meters) from other adults and children that are allocated to a different bubble.

All the classrooms that have been chosen to be used as a bubble base are on the right hand side of our school building, making the drop off easier

We will stress to parents the importance of being punctual and sticking to their allocated times. If a child misses their time slot, we will ask them and the parent to wait on one of the sibling spots until it is safe for them to enter the school escorted by a member of staff from their bubble. If parents/children miss their time slot once, the parents will be reminded of the safety measures in place and the importance of punctuality. If they miss their time slot twice, they will be issued with a warning and if they miss their time slot 3 times a risk assessment will be completed and their child's place in school could be revoked.

No parents or children should enter the school admin area.

Pick Up Arrangements

The same one-way system that is used during drop off will be used during collection. Parents and children will enter the school down the footpath, and wait on one of the 2m distanced spots on the footpath. They will be reunited with their child(ren) at the front of school on the large white circle spot and exit up the driveway. There will be arrows spray painted on the floor to indicated the direction of travel.

Only 1 parent can collect their child/children.

We will have one half of the green gates and grey gates open at the top of the drive to allow people to exit. The side which is open should be the side that is furthest away from the 'in' footpath

There will be 15 spots spray painted on the footpath each 2m apart as a queuing system in case all 15 parents do arrive at the school at the same time.

There will be 5 sibling waiting spots spray painted at the left of the carpark (Pond side) if parents need to wait for a few minutes until the entire bubble is dismissed before any additional sibling can be brought to them.

There will be a member of SLT or Admin will be at the top of the drive and at the bottom of the drive ensuring social distancing and directing parents and children to adhere to the rules. These members of staff will be supplied with PE cones to create a 2m distanced barrier to indicate a safe area around them that parents and children cannot enter. The member of staff at the top of the drive will have a walkie talkie to communicate with school should it be required.

The driveway gates will remain closed for the entire drop off period. The gates will close at 2:20am and re-open at 3:20am.

We will stress to parents the importance of being punctual and sticking to their allocated times. If a parent misses their time slot, The child will be taken back to their bubble classroom. When the parent arrives, we will ask the parent to wait on one of the sibling spots until it is safe for their child to be escorted from their bubble and no cross contamination between bubbles will take place. If parents/children miss their time slot once, the parents will be reminded of the safety measures in place and the importance of punctuality. If they miss their time slot twice, they will be issued with a warning and if they miss their time slot 3 times a risk assessment will be completed and their child's place in school could be revoked.

No parents or children should enter the main school office at any point.

Toilet Arrangements

Each bubble has been allocated their own toilets. They MUST only use their own allocated toilets.

Staff must not use the disabled toilet.

Staff have allocated toilets near the staff room and the adult toilet in FS. Disinfectant will be provided in the adult toilets. All toilets, sinks, handles and light cords must be disinfected before and after each use by the member of staff using the toilet.

In FS, children are grouped into 3 lots of 5's with an allocated adult. There are 3 cubicles in the toilets, so each group could be allocated a cubicle. Regular group toilet visits should be planned in to try and avoid a single child needing to enter alone. Children should only enter the toilets with their own group.

PPE

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. The following PPE is essential:

- Wearing gloves and an apron when attending to any child's intimate care as stated in our intimate care policy.
- Wearing a fluid resistant surgical face mask, goggles, gloves and an apron should a child become unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

Each bubble will be provided with a set of full PPE, including gloves, 1 pair of goggles, aprons and 1 face mask. This will be worn by a member of staff if a child becomes ill. If this PPE has been used the admin team must be informed and the PPE will be immediately restocked.

Handwashing

All staff and children will wash their hands at the following times:

- As soon as they arrive in school
- Whenever they return indoors from the outside
- After going to the toilet
- Before Eating
- After Lunch
- Before leaving to go home

Handwashing must be observed by the adults, and adults must ensure that children use an appropriate amount of soap and that they wash their hands for a minimum of 20 seconds. Short lessons on this and why it is important should be taught to all children regularly. Parents can provide their own child soap and/or moisturiser for their child. The soap/moisturiser must be clearly labelled with their child's name.

Respiratory Care

Each bubble will be provided with tissues and a lidded bin. All children should be encouraged to 'Catch it, Bin it, Kill it'. Short lessons on this and why it is important should be taught to all children regularly. All tissues should be placed in the lidded bin which will be emptied twice a day by cleaning staff.

Water bottles

Parents will be encouraged to send their child with their own water bottle to avoid cross contamination of school cups. If a child does need to be allocated a school cup. Their name will be placed on it using a sticky label.

Break Time Arrangements

Each class will be allocated an outdoor area that they can access from their external classroom door. These areas will be separated by tape. It is the responsibility of the adults in the bubble to ensure that the tape is fixed in place once the children have entered the classrooms. These areas will be sectioned off with at least a 2m gap between each bubble so that different bubbles can access the outdoor areas at the same time. Break times can be flexible and will be managed by the staff in the bubble. All children should have a total of 1 hour free play time (15 minutes break time and 45 minutes lunch time). This free time can be managed flexibly by the staff in the bubble. Children must be supervised at all times outdoors.

All members of staff will also need to manage their own breaks and lunch. Only 1 member of staff can be away from the bubble at any one time. All staff should have 45 minutes break. There will be set times when each bubble can access the staffroom to make hot drinks or gather food kept in the fridge. No staff are allowed to remain in the staff room. Disinfectant will be available in the staffroom. All staff should wipe down any areas they will or have touched before and after use.

Each bubble has an allocated area where they can have their break away from the children.

Red – Little room off the F1 classroom

Orange – Dining Room

Yellow – Yellow classroom opposite Y1 classroom.

Green – Library

Blue – Y5 classroom (Michael's room)

Lunchtime Arrangements

Each day the Admin Team will provide a spreadsheet of lunch options for that day including Main, carbohydrates, vegetables and desserts available. After taking the register, the class teacher will complete the spreadsheet for each child staying for lunch. This sheet should then be left in the allocated space in the corridor (plastic wallet on the wall). It will be collected by a member of the admin team who will place the orders with the school cook.

Children must not leave their classroom or allocated outdoor space other than when escorted to the toilet. The meals will be brought to the classroom doors and left outside on a trolley. A member of staff from the bubble will wheel the trolley into the classroom and organise distribution. Once the meals are finished, all dirty pots should be placed back on the tray and left outside the classroom door. The catering team will collect the trays at 12:30pm.

Packed Lunches should be kept in an allocated space inside the classroom so that they are available for children once lunchtime arrives.

Classroom Arrangements

All adults in a bubble must maintain 2m distance from each other at all times.

In the Blue bubble the desks are 2m apart. This has not been possible in the Yellow and Green Bubbles so they have been spread out as much as possible (See Photos below: Picture with yellow chairs is the Green Bubble and the photo with the red Chairs is the Yellow Bubble). If numbers increase, then we will need to put more tables into the rooms, so the distance between each desk will reduce. The guidance says that desks should be distanced as much as possible.



Upon arrival, each child will be allocated a desk. This will be their desk for the duration of the reopening. Children must not share desks. Each child should also be given a set of stationary that must not be shared. All equipment will be labelled with the child's name to avoid mixing them up.

All external classroom doors and windows must remain open at all times in order to ventilate the area as much as possible. All classes have an allocated outdoor area too that can be accessed from the external door.

In the Red and Orange bubbles, children will not be expected to distance themselves from each other. In these bubbles we will trial splitting the children into 3 groups and allocating a group to each adult (max 5 children each). That adult must keep their children with them as much as possible and keep their group 2m away from the other groups. Andrea Boyle and Helen/Marianne should have the 30 hours children in their groups and Katie Tupling should have the part time children in her group. After the part time children have gone home Katie Tupling can go home and Andrea and Helen/Marianne will stay with their 30 hours children.

All soft furnishings must be removed from the classroom area. Classrooms will be made to be as welcoming as possible for his children.

Each class will be allocated 1 or 2 PE mats that can be used outside on dry days for children to sit on. These mats will be sanitised regularly throughout the day.

Staff should limit the amount of resources used during lessons and only use those things that can be cleaned. Children must not share resources.

EYFS

EYFS Should use limited resources at any one time and only use resources that can be easily regularly washed. Water play, baking and playdough areas should not be included in the provision as these are easy ways in which transmission can occur.

Cleaning

Any resources that are used during the day must be immediately washed, sanitised and cleansed. Each bubble will be given a cleaning tick list to go through on a daily basis. Staff will tick and sign to say that all cleaning has taken place as planned. This cleaning routine will include what needs to happen before, during and after school.

Each bubble will be given a sanitising spray and a variety of coloured cloths to keep the area cleansed. The following coloured cloths should be used to clean the following items.

- Yellow – Toilets
- Green – Food areas – before lunch and snack after lunch and snack
- Blue – Washing up
- Red – Messy areas, surfaces and mats

Corridors

Our corridors are not wide enough to pass another person from another bubble. Corridors should be used as little as possible. No child should ever be allowed to enter the corridor without an adult escort. If adults see that there are other people on the corridor, they must take appropriate action to avoid passing them. e.g. they may need to go back into their classroom and wait, or they may need to reverse up the corridor to allow children to get back into their classroom. Toilets and breakrooms have been planned so that there is limited movement in the corridors.

Even after the children have gone home, the strict bubble rules remain in place. Staff must not have contact with members of staff from other bubbles.

Coats will not be kept in the corridors. They will be kept on the back of the child's chair so that they can easily access it without entering the corridor.

Admin office

The Admin Team will be a bubble of their own. No one can enter the admin office under any circumstances. If you require phone calls to be made home you must ring the office using the class telephone and ask them to make the call for you.

The Admin team may use the corridor if essential but must not enter the classroom bubbles.

The admin team must make every effort to social distance from each other at all times.

We will try to reduce the number of admin onsite at any one time.

SLT

The SLT (Karen, Jenni and Trish) will be a bubble of their own.

The SLT may use the corridor if essential but must not enter the classroom bubbles.

The SLT must make every effort to social distance from each other at all times.

If SLT need contact with a child they must remain 2m distance where possible.

If SLT need contact with a member of staff they must remain 2m distance at all times.

Timetabling

There is no centrally directed timetable during this period so Teachers will have the responsibility of creating an appropriate timetable for their class. In all bubbles the emphasis is on Teaching and Learning and daily maths, literacy, reading, phonics/spag must take place, whilst the wider curriculum can be taught flexibly.

In the Green Bubble, the teacher will use the home learning sheets to plan education for the wide range of year groups. The teacher will use the TAs to support the children and differentiate their learning. The teacher will need to plan additional lessons if any of the above lessons are not catered for. The Teacher will broadly plan for the wider curriculum although this may not cover each year groups curriculum.

Children should be encouraged to learn outside as much as possible. Transmission of COVID-19 is much less likely to take place outdoors. It may be that some children are learning indoors and some children are learning outdoors at the same time. All children must be closely supervised at all times.

PPA

Teachers will be allocated one afternoon per week for their planning, preparation and assessment time. They can either work in the space that has been allocated to their bubble for their time away from the children or they can choose to have their PPA off site. When having PPA, the teacher will not be replaced in the bubble. The bubble will continue to function with 2 adults rather than 3.

Resources room (Photocopier room)

This is the base for Donna Bartholomew. No one else from any other bubble can enter this room. If you request printing or photocopying, you can phone the resources room and ask Donna to organise for the printing/resources to be delivered to your yellow tray outside of your classroom.

Registers

Registers will be taken as normal. The Key worker and Vulnerable group will have paper registers. Registers and lunchtime sheets should be left in the green tray for the office to collect.

Home learning

Home learning will continue to be sent out to all children who are not attending school. Home learning will be set and monitored by those teachers who are working from home. They have each been allocated 3 year groups:

Teacher – Y6 and Y5

Teacher – Y4 and Y3

Teacher – Y2 and Y1

HLTA – F2 and F1/0

These teachers will set the learning, respond to any email enquiries/responses to the learning and conduct any additional wellbeing call required for these year group.