



# The Priory Primary School

*'Inspiring a Love of Learning'*

Pamber End, Tadley,  
Hants, RG26 5QD.

Telephone: 01256 850062

[www.theprioryprimaryschool.org](http://www.theprioryprimaryschool.org)



## Draft Plan for the Reopening of The Priory Primary September 2020

### Introduction:

In response to the government's recent announcement to potentially reopen schools to all pupils in September 2020, the following plan has been drafted. The plan remains in draft format and will be updated following government guidance (expected mid-August), or additional logistical concerns.

It is important to note that this plan will **only** come into operation if the government continue to deem it safe to reopen schools (based on scientific measures) and if there is not a second spike of COVID-19, which would result in continued home learning – in this case, a contingency plan will come into effect, which is included at the end of this action plan.

Our proposed reopening plan has three key aims:

- 1) To be prepared to reopen the school in September as safely and as efficiently as possible, ensuring that the risk of spreading the virus in school is reduced.
- 2) To develop the pupil's learning and to ensure any 'lost' learning from the COVID-19 lockdown is addressed and learning gaps are reviewed and retaught.
- 3) The mental wellbeing of all pupils is considered and actively promoted through the school week.

The first aim has very much been our focus in this plan and we will not compromise on any aspect that affects the safety of the children or the staff.

### Key Information for Parents:

The Priory Primary School will reopen from September 7<sup>th</sup> 2020 (Y1 – Y6) or September 8<sup>th</sup> (YR). It is important to note that the school will be a very different environment to that before the lockdown. The emphasis will be on safety / wellbeing, and the methods of teaching and learning





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will be different. There will continue to be an element of social distancing (between classes and other members of staff), close student contact (children in the same class) will remain limited; and pupil mobility around the school will be restricted to key areas and corridors.

Each school in England will open with slightly different protocols. Parents who offer comparisons between local schools to form a complaint are not being productive to our unique situation. We fully recognise that this draft plan will set out actions that are not ideal for every single child or family circumstance, however please recognise we are balancing the needs of the whole community (including our staff, pupils and their families) – we have formed this plan based on our extensive knowledge of our wider community and in conjunction with government guidance.

Timings of the school day will change (from pre-lockdown timings) and will be different for different year groups to offer a staggered start / end / break / lunch – this may not always suit your own personal return to work / working hours, but is essential to maintain social distancing for our community.

The school has been divided into 4 hubs. These hubs will arrive, depart and have breaks at the same time, however the individual class will remain a unique bubble. Each bubble (of up to 30 students) will act as independent learning centre.

Hub 1: Year R

Hub 2: Year 1 and Year 2

Hub 3: Year 3 and Year 4

Hub 4: Year 5 and Year 6

## Staffing the Potential Re-Opening

All children are expected back to school from September 7<sup>th</sup> (YR – 8<sup>th</sup> September) and therefore staffing will return to full capacity with each teacher returning to teach their allocated class for the 2020/21 academic year.





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Following government guidance most staff members will be unique to their own bubble, however some colleagues will support across a wider hub, or the whole school. In these cases (the staff who support across a wider group) will ensure social distancing is in place.

The personal circumstances / vulnerabilities of staff, plus their own wellbeing / work life balance will continued to be assessed and changes to staffing may be possible at any time.

## Operational Plan for the Planned Reopening

From September 7<sup>th</sup> / 8<sup>th</sup> the school will only be focusing on (in-school) provision, home learning and the support for pupils of key workers will now only be addressed via the contingency plan – recorded at the end of this document.

## In-school Provision

Staffing for each year bubble and wider hub is as follows:

Year R	Mrs Hindmarsh, Mrs Hawtin, Mrs Ewins, Mrs Lakhani
Year 1	Mrs Austin, Mrs Marzetti (fri), Mrs Hunt, Mrs Mullock
Year 2	Mrs Britt, Mrs Heathcote, Ms Head
Year 1 / 2 Learning Support	Mrs Aldridge
Year 3	Mrs Sowden, Mrs Pope
Year 4	Mr Cripps, Mrs Bowman
Year 3 / 4 Learning Support	Mr Webb, Mrs Brown
Year 5	Mrs Coe





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Year 6	Ms Foster
Year 5 / 6 Learning Support	Mrs Adams (LSA), Mr Crownshaw, Mrs Marzetti
Staff who teach / support across hubs	Mrs West (ELSA), Mrs Selwood (SENCO), (Mrs Adams (deputy), Mr Stewart (head),

Children in each bubble will not move into another bubble, however to arrange learning support / lunch breaks / the drop off and pick up schedules, children from the same hub (made up of two year groups – see above) will potentially be in the same room / area of the school. Where possible, they will be a minimum of 2m distanced from each other.

Specific toilets facilities will be designated for each bubble. However, children from the wider hub may be present in the same toilet area.

In Y1 – Y6 each pupil will be as self-sufficient as possible, with their own chair, shared table and equipment pack (pencil / rubber / ruler to be brought in from home). Additional learning materials will be shared within a single bubble. These materials will be kept cleaned and disinfected regularly.

## Timings of the day are organised below:

Daily Timings	Year R (*)	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6
Drop Off	8.50am – 9.00am	8.40am – 8.50am	8.30am – 8.40am	8.20am – 8.30am
Morning Break	10.20am – 10.40am	10am – 10.20am	10.40am – 11am	10.40 – 11am
Lunch	12 – 1pm (Eat then play)	12.pm – 1pm (Play then eat)	12 – 1pm (Eat then play)	12.pm – 1pm (Play then eat)
Pick Up	3pm – 3.10pm	3.05pm – 3.15pm	3.10pm – 3.20pm	3.15pm – 3.25pm

\* YR to start these arranged timings from Monday 21st September, following 2 weeks of introductory half days.





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If parents have two or more children in different year groups – they should drop **all of their children** together at the **EARLIER** of the drop off times and collect all of their children at the **EARLIER** times.

## Drop and Collection of Children

Children entering and exiting the school will ONLY be available via the “Drop and Go” service – there will (sadly) be no front playground / drop off or collection. Parents will need to drive to the rear of the school, stay in the car and a member of staff (with appropriate PPE) will open the car door and direct the child/children to their class group with their teacher. Parents will not be able to walk their children into the school (this excludes the YR parents for their two weeks of half days – where you will be permitted to park and access the front playground until Monday 21<sup>st</sup>, following which you will also be required to utilise the “Drop and Go” service.

We recognise that the timings and arrangements may not suit your personal circumstances, therefore Mrs Marzetti will be offering the (paid) morning club from 7.30am. Mrs Marzetti will organise the children according to year groups. (Please see separate risk assessment on school website for morning club). To access the morning club – parents should use the rear playground to park and walk their children to the rear hall doors, where Mrs Marzetti will welcome the children. If you wish to sign up for the morning club, please email the office.

## Breaks and Lunches

During their outside play, the groups will not intermix – with markings set out for each group to stay apart. We will utilise both the front and back playgrounds to keep the different hubs apart.

The greatest efforts will be with increased hand washing and reduced pupil movement around the school.

The school kitchen will be fully operational, with hot and cold food provided as before lockdown. The eating of lunch will be either in the school hall or the classroom. Each year group will be given 1 hour to wash hands, eat and play. Bubbles will remain separated throughout the lunch break.

Where two classes are playing on the playground / field at the same time – cones will mark out different zones to keep the classes apart.





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## Specific Logistics / Arrangements for The Planned Reopening of The School

**Hand-washing** will be an important aspect of the daily routine. The children / staff will need to hand wash 5 times a day (on entry, after break, before lunch, after lunch, before home time). Parents are encouraged to provide their children with their own hand sanitiser and moisturiser to protect their children's skin from the harshness of continued washing.

**Hygiene** – In addition to the regular handwashing, we will encourage the children to use a tissue or the crease of their elbow to cough or sneeze into, using lidded bins for tissue waste (the catch it, bin it, kill it - approach).

**Cleaning** the school will be continually cleaned throughout the day, with an additional deeper clean at the end of each day.

As a school we will continue to review and develop our approaches to cleaning, hand washing and hygiene.

**Seating Arrangements** – Within their bubbles the children will be sitting 2 to a table. The tables will be arranged in rows or single tables so that the pupils are facing forwards and children not situated towards each other – this follows current government guidance.

**PPE** - As recognised in the DFE guidance PPE (Personal Protective Equipment) and face coverings in school is not recommended and will not be provided for staff with the following exceptions:

- Disposable gloves will be provided for each classroom for staff to wear in the process of cleaning surfaces.
- Face covering / masks will be provided (via the office) for a member of staff who may engage with a pupils who is displaying any of the symptoms, although an immediate response will be to isolate the pupil (by bringing them to the seat outside the office) and keeping a 2m distance apart.

Children are not recommended to wear face coverings whilst at school.

**Visitors** - Parents / visitors will not be permitted onto the school site without a pre-authorized and arranged appointment and only when strictly necessary – such as to collect an ill child.







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Meetings with teachers / SLT should be via phone in the first instance or using an office keeping socially distancing arrangements.

School services (for example: nursing, speech and language, educational support), plus specific volunteers (for example: librarian, parental readers) will be permitted on site, but only in a limited capacity, accessing only specific sections of the school. Hygiene and socially distancing guidelines will be in effect at all times.

**Transport** – Parents are actively encouraged to transport their children to and from school by car (at the times stated above), this will allow the smoothest drop off and collection procedures. An alternative to car is to cycle / walk. If parents take this option they will need to enter / exit via the rear playground, as the front playground remains restricted.

Arrangements for other friends to drop off or collect a child (unless walking / cycling – on request) will contravene our policy on social distancing and a call will be made to the parents to arrange alternative transporting arrangements.

The school bus service will re-commence, however parents are encouraged to use this service, **only** if there is no other alternative. Utilising the bus will result in a limited intermixing of the bubbles in a relatively small space.

**After School Clubs / Tall Trees** – After school clubs will restart from Monday 21<sup>st</sup> September. Clubs led by staff will be restricted to their own year group. Therefore, each year group will alternate between a sports club and a more academic club every half term. The children from each class can opt in or out of the club, but cannot join a club in another year group.

Externally run clubs (Rocksteady, Football) will recommence with each provider developing their own health and safety policy. Sadly, some external clubs will not be restarting due to current restrictions – these include judo, choir, French and Spanish. We will continue to look for alternatives to our external after school club provision.

Tall Trees – We are awaiting further information from Tall Trees as regards to ongoing after school provision. We will update this section once we have confirmed details.





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## Uniform / Equipment / Lunches

Children should come to school wearing their normal school uniform, including school shoes. On days when they have PE the children should come to school wearing PE kit. This will reduce the amount of equipment the children bring to school and cut out changing during the school day.

ALL children will need the following items as part of their PE kit (trainers, jogging bottoms, school / royal blue PE sweatshirt). For additional hygiene, you may wish to provide your child a change of t-shirt following PE.

If the children are not having a school dinner, then they should bring their lunch in a normal packed lunch box.

**Year 1 – 6** - The children should bring with them a pencil case, including a pencil, ruler, rubber and (optional) writing pen. All other equipment will be in the classrooms and we will also have additional pencils, rubbers and rulers. This is so each child can have their own set of key equipment.

**Year R** - equipment will be provided by school.

Children should not bring any additional equipment – e.g. toys.

**Reading / Home Learning / Diaries** – The children will be bringing books, diaries and some home learning activities to and from school.

**Mental Wellbeing Provision** – In line with the PSHE curriculum, based on resources and lessons from the CORAM life education, sessions addressing the pupils' return to school and mental wellbeing will be covered by teachers during the first weeks of term.

**Children displaying Symptoms** - Any pupil or staff member who displays any of the symptoms of COVID-19 will be isolated, with an immediate collection expected. Staff and pupils with symptoms should look to carry out a COVID test (staff and pupils are all eligible for this) as soon as possible and advise the school of the outcome.







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As part of our efforts to ensure the health and safety of pupils and staff the schools' leadership team will be carrying out a thorough risk assessment to assess and minimise all potential risks to staff and pupils on their return. This risk assessment will be shared with staff as part of the consultation process.

Finally, any additional guidance or planned actions will be noted below and staff / parents will be updated of these regularly.





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## Contingency Plan

If Public Health England determine that there is a second spike / wave of COVID-19 in the local area, or if as a country, we were required to go into lockdown. The following actions would occur:

- All parents to receive an email confirming the school is in lockdown.
- Following 24 hours of the announcement (missing one working day), Key Workers would be invited to return to school with sufficient staffing in place to continue with limited education from within bubble. Only parents who are registered as key workers on our records would be permitted to bring their children to school for our limited provision. Cleaning and hygiene routines would continue in school for the Key Workers group.
- Following 48 hours (missing two working days), the staff will be ready to provide home learning, which would continue for the duration of the second lockdown.
- Government funding has been provided that now allows us to offer a more comprehensive online provision. This will be integrated in September, therefore live (online) teaching will be a part of any home learning during a second lockdown and each teacher would provide you (via email from the school office) with a timetable of the lessons. Links and instructions for joining these lessons would also be sent out.
- Regular communication from school and home would continue, advising parents of updates and monitoring the wellbeing of our community.
- Following communication from Public Health England, the school would reopen, following the plan denoted in this document.

**Additional aspects may need to be added to this contingency plan as the government continue to advise us. Updated guidance is expected mid-August 2020.**

