



Ranvilles Junior School

School Covid-19 Implementation Plan

(Enabling a full return and implementation of DfE Control Systems)

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Ranvilles Junior School

September 2020 Returning to School Protocol and Procedures

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 7 September 2020 (with the 3 and 4 September identified as Staff INSET).

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

DfE Guidance

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 maximise 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 guidance protocols and procedures that were implemented during the summer term, to support key-worker and Year 6 children, will remain the same in the autumn term with the expectation that they will further embed to enable children who did not attend in the summer term to adopt the measures also.

All protocol and procedures are aligned to the school Risk Assessment. It is a legal requirement to review and update the previous risk assessment and this has been completed and shared with the Governing Body. Government Guidance for full opening: schools' can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>.

The following plan outlines relevant detail from the government's guidance with further detail about how Ranvilles Junior School 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 cannot negate them entirely.

"All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks."(DfE Guidance)

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document outlines those systems of control and documents how Ranvilles Junior School has made them appropriate to our specific context and circumstances.

DfE Guidance

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 7-9 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.

Implementation of Preventative System Control 1

DfE System of Control 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

DfE Preventive Control Measures:

1. Implement test and trace and ensure all staff have read guidance
2. Ensure that ANYONE who has symptoms or who has tested positive (in the last 7 days) does not attend school
3. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or who has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
4. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
5. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) guidance.

RJS School Action:

Parent/Carer Assessment at home

1. Parents to use government guidance to assess any symptoms their child presents at home and MUST NOT send their child to school should they be concerned
2. Parents must engage with school to implement a reciprocal responsibility to maintain the well-being of all

Child Unwell In Class

1. Teacher to contact the school office using internal communication system
2. A member of staff will collect and escort the child to an isolated space (medical room) maintaining social distancing
3. A member of staff will monitor and support the child until collected by their parents or carers
4. The medical room will be thoroughly cleaned by a member of staff wearing both gloves and mask.
5. All children and adults will wash their hands thoroughly
6. Designated toilet will be used by the child (community toilet). The toilet will be thoroughly cleaned by a member of staff wearing both gloves and mask.

PPE

1. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained.
2. If contact with the child or young person is necessary, disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult.

DfE System of Control 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

3. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, eye protection will 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 symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

NHS Test and Trace

The child will 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, the school will phone Public Health England for advice regards other pupils and staff.

Implementation of Preventative System Control 2

DfE System of Control 2: Clean hands thoroughly more often than usual

DfE Preventive Control Measures:

1. Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.
2. Build and establish routines into the school culture, supported by behaviour expectations
3. Facilitate hand sanitisation stations

RJS School Action:

Adults and children will wash/sanitise their hands on the following occasions:

1. Entry to school
2. Before/after break times
3. Before lunch / after lunch
4. When they change rooms
5. Before leaving school
6. Anytime that they visit the toilet or cough/sneeze into their hands.

Additional automatic hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival.

Children may also use moisturiser supplied from home when required (it must be a small size and remain in school in the child's given storage case).

Hand hygiene protocols will 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.

Implementation of Preventative System Control 3

DfE System of Control 3: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

DfE Preventive Control Measures:

1. Ensure that there are enough tissues and bins available in the school to support pupils and staff to follow this routine.
2. Ensure every classroom has a specified bin for tissues.
3. Place more 'tissue bins' around the school strategically and signpost

RJS School Action:

At the start of term, 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 disposed of throughout the day, they should be thrown in to the white lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards.

Small packs of tissues will be available on desks in the classroom for the children to use.

If pupils struggle to maintain as good respiratory hygiene they will be individually risk assessed to ensure measures can be put in place to reduce the risks. This will not be a reason to deny these pupils face-to-face education.

Implementation of Preventative System Control 4

DfE System of Control 4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

DfE Preventive Control Measures:

1. Put in place and implement a cleaning schedule that ensures cleaning is generally enhanced and includes:
2. More frequent cleaning of rooms / shared areas that are used by different groups
3. Frequently touched surfaces being cleaned more often than normal

RJS School Action:

Deep Clean

A deep clean has been carried out during the Easter holidays. A further deep clean is scheduled for over the summer holidays. The Site Manager will detail and document all specific areas to be cleaned daily, weekly, monthly and during the school holidays.

Cleaning Routine led by site manager:

This is detailed for each support staff colleague and documented in school procedure appendices.

Cleaning 'as we learn in school':

At various intervals (as per the cleaning schedule), adults and children will disinfect and clean tables, door handles and regularly used equipment. Each class will have their own cleaning wipes. These are to be used to clean surfaces as well as equipment. Children will be taught how to wipe the equipment they are using after use and to dispose of the wipe in the correct bin.

Rooms (such as the IT suite and school hall) will be cleaned between each class visit.

Children will be allowed to go to the toilet as they frequently would do in a normal school day; however, staff will be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. There is a queuing point set in each shared area and signs on the toilet doors to show they are in use. Only one child may be in the toilets at any one time to ensure class groups do not mix. Toilets will be cleaned regularly as detailed in the Site Manager's Plans.

If we are required to clean an area after a positive case of coronavirus has been identified, we will follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-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.

Lunch Time

The children will eat in their classrooms. The lunchtime leaders will clean the classroom tables / Hoover as required when the children leave the room.

Implementation of Preventative System Control 5

System of Control 5: Minimise contact between individuals and maintain social distancing wherever possible

DfE Preventive Control Measures:

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance from the teacher
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

RJS School Action:

The purpose of groups 'beehives' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Ranvilles Junior School will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within 'beehives', children and adults must also take measures to distance themselves where at all possible; teacher will remain in a 2m 'teaching box' at the front of the class and will not mix within the space occupied by the children.

Grouping the Children

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.

The DfE guidance reads as follows:

"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 system of controls and increase the size of these groups."

1. Ranvilles Junior School will be organised into class bubbles that will be formed of the main class teacher and the children. They will be known by their typical class name.
2. Additional adults will support bubbles to provide catch up interventions or SEN support.
3. The children will only work in one-to-one or within small groups of children from the same class.

System of Control 5: Minimise contact between individuals and maintain social distancing wherever possible

4. Teaching assistants will work with children from 2 different class bubbles within the same year group and will adopt social distancing measures when working with the children.
5. Adults will be deployed to cover PPA/management time using Ranvilles staff. They will cover a class for an afternoon during the week leaving the maximum time possible within contracted hours between classes. 2 metre teacher zones will be set up in each classroom to maintain social distancing as much as possible during these times.
6. Supply teachers would be used as a last resort to provide teachers with their designated time.
7. Lunch time staff will be allocated to supervise 2 classes across a year group. They will maintain social distancing whenever possible.

Within the government guidance, 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 'beehive'. 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 – remaining in the designated zone.

Measures within the classroom

1. The teacher will work in a designated area
2. Although guidance deems it as not necessary, teachers can wear a facial mask if they wish
3. Children will be seated at a designated desk
4. Tables should face the front and children should sit side-by-side, not facing one another nor side on.
5. Children with additional needs will 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.

Measures elsewhere

1. There will be no whole-school events where children and adults are required to congregate.
2. Where possible, efforts will be made to have virtual assemblies through Teams/Zoom (video conference software) or with one class in the hall and a teacher in a designated zone.
3. Children will not to sing during assembly.
4. Staggered break and lunch times will be implemented.
5. Use of the staff rooms will be minimal. The staff rooms will remain open to adults, however **strict social distancing** must be in place. Staff will be given an allocated time slot for the staffrooms and this must be adhered to. A one way system is in place around the staff room area to support with this. It is important for their wellbeing to see colleagues and this is encouraged, but this must not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

System of Control 5: Minimise contact between individuals and maintain social distancing wherever possible

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

The start and end time of school will vary for classes:

| Year Group | Arrival Time | Departure Time |
|------------|-----------------|----------------|
| 6 | 8:40am – 8:50am | 3:20pm |
| 5 | 8:40am – 8:50am | 3:20pm |
| 4 | 8:50am – 9:00am | 3:30pm |
| 3 | 8:50am – 9:00am | 3:30pm |

Staggering entrance/collection will ensure that the adults (including parents) and children on site can distance appropriately in relation to guidance.

The children are expected to socially distance from when they arrive on site until they are in the classroom – markings around the outside areas of the school will support with this. This is to avoid close contact with children from another class bubble.

Arrival

Children may arrive through either gate in the morning. A member of staff will be on duty at each gate to guide the children to their classrooms. The children will go immediately to their classrooms on arrival. Parents must not congregate at the ‘drop-off’ point; they must instead arrive on time (not early or late) and then depart. Bikes and scooters cannot be stored on site.

Departure

The playground will be open to parents to enable them to meet their children on departure. Whilst parents are briefly waiting, social distancing must be adhered to. Parents should arrive through the main gate and depart through the playground gate to create a one-way system.

Each class will be allocated an area in the playground / on the field to enable parents to wait for their child. The teachers will walk the children out in alphabetical order by surname and when matched the child will walk to the parent. Parents are then asked to depart quickly to avoid congestion.

| Time | Collection Zone A (big playground) | Collection Zone B (big playground) | Collection Zone C (small playground) | Collection Zone D (field) |
|--------|---------------------------------------|---------------------------------------|---|------------------------------|
| 3:20pm | 5C | 5J | 6H | 6S |
| 3:30pm | 4B | 4H | 3P | 3L |

Children are allowed to walk home on their own if their parent deems this to be appropriate. The parent must inform the school office in order that the child can be dismissed. Parents will take responsibility for their child social distancing once dismissed by their teacher (whilst the children are not required to socially distance within their bubble, parents are responsible for maintaining their child’s social distancing from other adults outside of school).

System of Control 5: Minimise contact between individuals and maintain social distancing wherever possible

Teachers will not be available to speak to. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Class Dojo if they have queries about the day or they can call 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. A member of the office team will go to classrooms throughout the day to collect any items brought in to school (money etc.) and mobile phones (only allowed in school if a child is walking to and from school on their own).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

1. 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 school procedures and they must adhere to them. A pamphlet of these will be provided alongside the normal safeguarding procedures.
2. Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.
3. A record of all visitors must be kept to support NHS Test and Trace.
4. 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 like books and games can be used within the bubble but should be cleaned following use.
5. Shared resources, like art/science equipment should be meticulously cleaned between uses or rotated to allow 72 hours between use to ensure they are safe.
6. Games that encourage distancing and no touch need to be made available to the children. However, outdoor equipment (climbing frames etc) may not be used. Each class will have a class bag of equipment that they use at break and lunch times. The children will clean their equipment prior to returning it to the class bag. There will be 1 outside PE session time-tabled for each class per week. Additional physical activity will be facilitated by the teacher at other points during the week.
7. Children will wear normal school uniform to school. PE kits will not be kept in school – the children will be asked to wear PE kit to school on their timetabled day. Shoes should always be suitable for physical activity.
8. Pupils should not bring anything additional from home other than requested by the school. They will need to bring a water bottle and a small bag containing their lunch and reading books – book bags are to be encouraged as these can be easily stored. There can be no 'show and tell'. 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/scheme reading boxes.
9. Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.
10. Classrooms will have a USB camera for work scrutiny at the point of teaching and learning and zones set up for children to place their work for AfL interaction.

Implementation of Preventative System Control 6

System of Control 6: Where necessary, wear appropriate personal protective equipment (PPE)

DfE Preventive Control Measures:

PPE is only needed in a very small number of cases, including:

1. where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
2. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be use

RJS School Action:

PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes
- Face shields

Children will know that some adults might be wearing PPE and that it is 'ok'.

Implementation of Response System Control 7

System of Control 7: Engage with NHS Test and Trace

DfE ResponseControl Measures:

1. Ensure staff understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).
2. Ensure that staff members and parents/carers understand that they will need to be ready and willing to: [book a test](#) if they are displaying symptoms.
3. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
4. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

RJS School Action:

1. Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.
2. 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.
3. Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.
4. If school thinks that the family of the symptomatic child/adult requires support to book a test appropriately, it will provide a home testing kit. Given the potential low numbers of kits, they will only be issued with the agreement of either the Headteacher or Deputy Headteacher.
5. Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.
6. If the test result is negative, the child can return to school assuming they would do so under normal circumstances.
7. If the test result is positive, the child and family need to follow the 'stay at home' guidelines.

Implementation of Response System Control 8

System of Control 8: Manage confirmed cases of coronavirus (COVID-19) amongst the school community

DfE Response Control Measures:

1. Contact the local health protection team when someone has tested positive as identified by the NHS Test & Trace
2. Keep records of pupils and staff in each group to enable the Health Protection Team to advise
3. Contact the Health Protection Team regards any positive tests
4. Use a template letter provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others

RJS School Action:

1. School will contact the local health protection team on confirmed diagnosis.
2. 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.
3. The admin team will prepare a report that shows the contact details of each member of the class bubble to support the contact tracers.
4. School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.
5. Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child 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 symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.
6. Ranvilles Junior 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.

Implementation of Response System Control 9

System of Control 8: Contain any outbreak by following local health protection team advice

DfE Response Control Measures:

1. Contact Local Health Team on any positive test
2. (Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched) - test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

RJS School Action:

Keep in contact with our health protection team.

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 health protection team would advise throughout.

This could result in a class bubble lockdown, a school closure or/and a mobile testing station being established in school.

Testing will focus on the affected classes, then their year groups and then the remainder of school if required.

Section 2: School operations

| Aspect of school | Action |
|--|---|
| <p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only by public transport services, we mean routes which are also used by the general public | <p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using the school minibus/coach and can still occur as long as the children travel in their consistent classes.</p> <p>If children are travelling via school minibus/coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p>Wider public transport</p> <p>Children should not attend trips or visits if they are required to use public transport to get there. This seems like an unnecessary risk for Ranvilles Junior School to instigate.</p> |
| <p>Attendance</p> <p>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>Attendance expectations</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.</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>Pupils who are shielding or self-isolating</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 wish to isolate their children again. Ranvilles Junior School will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p> <p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> |

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|---|--|
| <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p> | <p><i>Pupils and families who are anxious about return to school</i></p> <p>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 – this could be via a Teams/Zoom meeting.</p> |
| <p><i>School Workforce</i></p> | <p><i>PPA Cover</i></p> <p>PPA cover will be led by Ranvilles Junior School staff. The adults will remain with the same class throughout the assigned afternoon to avoid them crossing too many classes and ensure social distancing measures are adhered to.</p> <p>MAST time will be provided by the SLT as part of the School Improvement Plan.</p> <p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>Ranvilles Junior School has planned to follow the full measures within the guidance, therefore all staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, Teaching Assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, 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><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>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, Sport for Primary coaches and Hampshire Peripatetic Music Teachers will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week.</p> <p><i>Staff taking leave</i></p> <p>The government has set a requirement that people returning from some countries will be required to quarantine for 14 days. 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 home-working role is available to those adults therefore staff would be determined as being absent without leave.</p> |

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| Safeguarding | All existing pre-covid safeguarding measures will return as normal, however the Designated Safeguarding Lead and CPLOs will need to consider additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school. | | | | | | | | | |
| Catering | The expectation is that the school kitchen will be fully open in Autumn term. Whilst policy and practices continue to embed, we will offer hot meals in biodegradable serving pots which will be served in the classrooms and can be disposed of. The MSAs will deliver meals and collect waste at designated times. Most children will bring a packed lunch. | | | | | | | | | |
| Lunch and break times | <p>Break times will be supervised by Teaching Assistants who are supporting the 2 classes across a year group. The field will be split into zones and allocated to bubbles to avoid any cross-contamination.</p> <p>If it is a wet break, the children will have to remain in their classrooms. Teachers will facilitate a film to be put on or other relaxation options and each class will have a variety of resources they can use.</p> <p>Midday supervisors will continue to support the supervision of lunchtimes but they will be allocated to 2 year group classes that cannot mix.</p> <p>Timings of lunchtimes will be staggered, as will break times:</p> <p>An additional adult will be outside to support duties.</p> <p>Outdoor play</p> <p>Field set up</p> <table border="1" data-bbox="506 799 1711 1254"> <tr> <td data-bbox="506 799 1061 983" style="text-align: center;">Field Zone 1</td> <td data-bbox="1061 799 1178 983"></td> <td data-bbox="1178 799 1711 983" style="text-align: center;">Field Zone 3</td> </tr> <tr> <td data-bbox="506 983 1061 1070" style="text-align: center;">Adult Zone Supervision zones 1&2</td> <td data-bbox="1061 983 1178 1070"></td> <td data-bbox="1178 983 1711 1070" style="text-align: center;">Adult Zone Supervision zones 3&4</td> </tr> <tr> <td data-bbox="506 1070 1061 1254" style="text-align: center;">Field Zone 2</td> <td data-bbox="1061 1070 1178 1254"></td> <td data-bbox="1178 1070 1711 1254" style="text-align: center;">Field Zone 4</td> </tr> </table> <p>Lunchtime Organisation</p> | Field Zone 1 | | Field Zone 3 | Adult Zone Supervision zones 1&2 | | Adult Zone Supervision zones 3&4 | Field Zone 2 | | Field Zone 4 |
| Field Zone 1 | | Field Zone 3 | | | | | | | | |
| Adult Zone Supervision zones 1&2 | | Adult Zone Supervision zones 3&4 | | | | | | | | |
| Field Zone 2 | | Field Zone 4 | | | | | | | | |

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| | <p>Children will eat packed lunches and hot meals in their classrooms. Hot meals will be delivered to the shared areas by the kitchen staff. Midday Supervisors will distribute the meals to the correct classes. Hot meals will be served on disposable plates. Midday Supervisors will also be responsible for wiping down all the classrooms in their area when the children are not in the room.</p> <p>Each class bubble will have their own bag containing equipment for the children to play with at break time. The children must wipe their equipment when they have finished using it with anti-bacterial wipes and the place it in the class bag. They may not share equipment with another class.</p> |
| <i>Estates</i> | <p>The site manager 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> |
| <i>Educational Visits</i> | <p>The annual residential to Marchants Hill will be cancelled as per DfE instructions regarding overnight school trips.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance. Ranvilles Junior School will look to re-introduce trips when the risk assessments we make deem it safe to do so.</p> |
| <i>Wraparound care</i> | <p>Wraparound care is permitted to commence. Children attending wrap around care will need to be kept in separate class groups observing very good hand hygiene and all routines RJS is implementing.</p> |

Section 3: Curriculum, behaviour and pastoral support

| Aspect of school | Action |
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| <p>Curriculum expectations</p> <p>Key principles that underpin government advice are:</p> <p>all pupils receive a high-quality education that promotes their development and prepares them for future opportunities and responsibilities</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects</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> | <ol style="list-style-type: none"> 1. Ranvilles Junior School will implement a broad and balanced curriculum implementing the improvements made by subject leaders. We will apply our curriculum model in its fullest to identify gaps in core learning that need to be negated over a period of time, providing additional intervention for those year groups or children requiring it. 2. There will be a transition period at the start of September focusing on the typical school transition to a new teacher and a focus on returning from home schooling. During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know the identified code of conduct. 3. We will return to the normal teaching of all subjects in the autumn term. 4. Each class will have 1 core PE lesson outside per week. Additional physical activity will be planned for throughout the week. 5. Each class will have an IT session (whole afternoon if required) per fortnight. This is due to cleaning measures that need to take place in the IT suite between classes. 6. Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys. 7. Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Class teachers will retain the use of Class Dojo and upload information to class stories to maintain contact and links with parents. Oak National Academy lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed. 8. The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the summer holiday. There is now leeway to defer the implementation of that curriculum content until the summer term 2021. |

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| <p>Specific points for early years foundation stage (EYFS) to key stage 3</p> | <p>For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils <u>are</u> taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</p> |
| <p>Music</p> | <p>Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing will 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. This has implications for our music curriculum and adjustments will be made.</p> |
| <p>Physical activity in schools</p> | <p>PE lessons will still take place. Where possible, they will take place outside as transmission of the disease is reduced in the outdoors. At Ranvilles Junior School, there will be one outside PE session timetabled per week. The children will wear PE kit to school on that day. Physical activity will be promoted by the teachers at other points during the week.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Year groups will be assigned a focus sport for the half term – enough equipment will be purchased to allow each child to have their own equipment for the sport. The sports will be rotated each half term when the equipment will be thoroughly cleaned and left for the holiday period. Children will wipe their equipment using anti-bacterial wipes after each session. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p> <p>External coaches can still be used to deliver PE sessions as long as they also follow the protective measures.</p> <p>There will be no swimming provision at the beginning of the academic year due to access to the pools we use (Heathfield pool is closed until January at the earliest) or transporting the children to the pool. The risk assessment for use of the minibus means it cannot currently be used.</p> |
| <p>Pastoral support</p> | <p>The pastoral 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 school SENCo, Mrs Wallace, is to be informed. She will allocate TA support so that specific interventions can take place. Mrs Wallace will ensure that she and her team distances appropriately during meetings (outside preferably) given that she will be required to work across phases.</p> |
| <p>Behaviour expectations</p> | <p>The current approved behaviour policy coronavirus amendment will still apply.</p> <p>At the start of the academic year and throughout the subsequent weeks, expectations of behaviour will be revisited and the school’s values will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.</p> |

Section 4: Assessment and accountability

| Aspect of school | Action |
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| Primary Assessment | <p>All statutory assessments will take place in the academic year 20/21 in accordance with the usual timetables. For Ranvilles Junior School these include:</p> <ul style="list-style-type: none"> • the year 4 multiplication tables check • key stage 2 tests and teacher assessment • statutory trialling <p>Ranvilles Junior School will prepare for these tests in the same manner as has been done in previous years.</p> |

Section 5: Contingency planning for outbreaks

| Aspect of school | Action |
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| A local outbreak | <p>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.</p> |
| Remote education support | <p>Ranvilles Junior 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> <ol style="list-style-type: none"> 1. Children are to take home their individual stationery packs (as appropriate) and their current exercise books 2. Teachers will share expectations, often in reference to Oak National Academy lessons that are tailored for every objective in the primary curriculum. 3. Children will be able to take photos of their learning and upload to the Class Dojo page so that teachers can monitor progress and offer supportive feedback if appropriate. 4. Class dojo will be used by the teachers as a communication tool with the children and parents 5. Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (https://www.thenational.academy/information-for-teachers). 6. Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families. |

The principles for delivery will be as follows:

1. Children will receive learning opportunities for a range of subjects each day
2. Learning will be sequenced as per our current curriculum model
3. High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National
4. Work will be checked through uploads to Class Dojo
5. Teachers will be available via Class Dojo so that they can further tailor the learning as a result of feedback.
6. Lessons will be of the equivalent length of a normal school day.
7. Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team.