

EXETER LEARNING ACADEMY TRUST

OPERATIONAL PLAN FOR IDE PRIMARY SCHOOL

RESPONDING TO COVID 19

A toolkit to support staff in following agreed
whole school operational procedures

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COVID-19: Operational plan for Ide Primary School

This operational plan provides guidance for all staff and visitors to Ide Primary School on the agreed health and safety procedures to be implemented during the coronavirus pandemic. It reflects Government guidance issued on July 3rd 2020 and can be read alongside the whole school risk assessment.

Whilst it is not expected for children to socially distance within their class, adults **must** maintain a 2m distance between each other wherever they may be in the school.

It is **compulsory** for all adults within school to follow this plan and where there are any concerns regarding the implementation, they must be raised with the Headteacher immediately.

The guidance below is based on the initial need for class 'pods'. It is intended that providing that operations within school are running smoothly, and taking into account incidences of COVID-19 in the locality, the 'pod' sizes will increase and we will have three 'pods' across the school: EYFS (Apple and Oak), Year 1- Year 3 (Maple and Willow) and Year 4- Year 6 (Elm and Chestnut). This will take place as soon as is deemed possible following leaders' risk assessments.

Arrival to and departure from school

- To reduce crowding on entering, timings and entrance and exit points will vary. These will be clearly signposted at the front of the school.
- At all times, parents will be asked to arrive promptly (neither early or late) wherever possible, to wait at a distance from other adults and to leave the school site as soon as their child has been dropped off or picked up.
- Maple and Willow classes will arrive at 8.50 am. Maple will enter via the front blue door next to their classroom. Willow will meet a staff member at the front of the school and enter via the foyer. The day for these classes will finish at 3.20 pm. They will be dismissed from the same points at which they arrived.
- Oak class will also arrive at 8.50 am. They will enter via the field gate, where they will be met by a member of staff. Oak parents may enter the site through the field and say goodbye to their children in the main playground. The day for this class will finish at 3.20 pm. They will be dismissed from the front of the school gate.
- Elm and Chestnut classes will arrive at 9.00 am. Chestnut will enter via the field gate, where they will be met by a member of staff. Elm will meet a staff member at the front of the school and enter via the foyer. The day for these classes will finish at 3.30 pm. They will be dismissed from the same points as they arrived.
- Apple class will arrive at 9.15 am. They will enter via the field gate, where they will be met by a member of staff. Apple parents may enter the site through the field and say goodbye to their children in the main playground. The day for these classes will finish at 3.45 or 4.15 pm. They will be dismissed from the front of the school gate.

Arrangements for siblings (not including Apple class)

Where there are siblings, they will be asked to arrive at the time that the first sibling is due to arrive.

All siblings will be released from class at the time that the first sibling is due to be picked up.

Class teachers will have list of who is arriving and departing at which time. Children arriving before their class start time will be set a completely independent task in class, such as quiet reading or spelling practice. A similar activity will be used from 3.20 in all classes so that pupils leaving with siblings do not miss out on learning.

- Upon entering school, pupils will first wash their hands in the sinks in the classrooms, where hand wash, warm water and paper towels are available. Willow class will use a hand sanitiser before entering the school. There is a freestanding 'no touch' sanitiser to use. When they are in class, they will then be sent in small groups to their allotted toilet to wash their hands.
- At the end of the school day, pupils will be asked to either wash hands or hand sanitiser before leaving their final lesson.

Movement around the school

- All non-essential movement around school should be avoided.
- The upstairs rocket room can be used for interventions but there will be a maximum of 2 pupils and 1 member of staff. This room will be used as the SEN office on Monday mornings. When using this room, staff should open the window and wipe down all surfaces before and after use. The handrail on the stairs must also be wiped. Cleaning wipes are provided in the Rocket Room for this purpose.
- PE will take place in timetabled slots and will primarily be outdoors. If using the hall, the door to the hall will be kept propped open. Staff should ensure that the cleaning materials provided are used to clean any touched surfaces, including the staff computer area. Cleaning products must not be sprayed onto the computer but an anti-bacterial wipe can be used to wipe across the keyboard and mouse. Details for cleaning of PE equipment are included within the curriculum section below.
- Staff must not use the office to walk through the building and must use the access corridor through the library.

Staffing allocations to classes

Normally, only the staff listed below will be in contact with their designated class. Any other adult needing contact with a class must be approved by the Headteacher.

In line with the DFE guidance, staff will be able to move between classes where needed for the successful running of the school, however this will be kept to a minimum and hands must be washed prior to moving between classrooms.

Teachers' PPA time will continue to be covered by Sue Wetherell from Maple class onwards.

Class	Teacher	Teaching Assistant
Apple	Lynne Penberthy (Pre-school Manager)	Dannie Tyler, Anne Bainbridge, Ali Squire, Maria Roache
Oak	Fiona Bushell, Lucy Brown	Issie Pratt,
Maple	Stuart Lonergan	Jayne Lockwood
Willow	Gemma Downing	Libby Roberts
Elm	Seann Williams, Cat Barker	Laura Ramsdale
Chestnut	Amy Parkin	Sue Wetherell

Cleaning

- Staff must socially distance from cleaning staff
- There will be cleaners in school at the following times:
 - 7.00 am-9.00 am Devon Norse (Outside cleaning and maintenance, Legionella, fire alarm and emergency lighting checks)
 - 3.00 pm-6.00 pm Devon Norse (Bins across the school, Maple, Willow, toilets in main block, staff room, staff toilets and offices)
 - 3.00-5.00 pm Green Machine (Hall, Chestnut, Apple, Oak, Elm, toilet by hall)
- Cleaners should wear recommended PPE at all times.
- Each classroom has a cleaning caddy, staff within the class base are expected to wipe down the following areas within their class at a midway point in the day, and more regularly depending on how frequently areas have been touched. PPE is provided in classrooms for use when cleaning.
 - Door and window handles
 - Classroom desks
 - Taps
 - Bin Lids
 - Table tops and backs of chairs if there has been movement around the room
 - Light switches
 - Any shared equipment before and after each use
- Staff should contact a member of senior leadership or an administrator if cleaning supplies are running low and these will be replenished. All cleaning supplies will be kept locked in the cleaning cupboard.

Toilets

Each class has been designated with one toilet to use during lessons and break/lunchtimes. Staff will train the children in safe and hygienic use of toilets at the start of term and this will be monitored on an ongoing basis.

Each toilet will be open to both girls and boys.

Class	Allocated Toilet
Apple Class	Toilets in Pre-school class area
Oak Class	Toilet nearest Oak class
Maple Class	Toilet next to Headteacher's office
Willow Class	Toilet next to Headteacher's office
Elm Class	Toilet next to School hall
Chestnut Class	Toilet in Chestnut class area

- Only one pupil per cubicle should enter the toilets.
- The urinals will not be in use.
- Maple and Willow class will be sharing a set of toilets. Adults will accompany children to the toilet for the first two weeks and demonstrate where to wait if the cubicles are full. Flushes and taps will be wiped at break and lunchtime by the school administrator.
- Staff may use either of the adult toilets, however they must use a wipe to clean taps, flushes and door handles before and after use. These are kept by the entrance to each toilet.
- Staff will be flexible around access to the toilet before and after break times to avoid queuing.

Break Time Plan

- Pupils will have staggered break times, as follows:

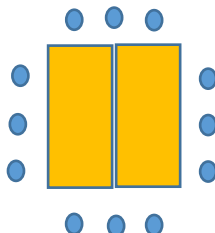
Apple class- free flow learning indoors and outdoors through morning

	Monday	Tuesday	Wednesday	Thursday	Friday
10.05-10.20 am	Maple (Muga) Willow (Playground)	Maple (Playground) Willow (Muga)	Maple (Muga) Willow (Playground)	Maple (Playground) Willow (Muga)	Maple (Muga) Willow (Playground)
10.25-10.40 am	Elm (Muga) Chestnut (Playground)	Elm (Playground) Chestnut (Muga)	Elm (Muga) Chestnut (Playground)	Elm (Playground) Chestnut (Muga)	Elm (Muga) Chestnut (Playground)
10.45-11.00 am	Oak (Playground)	Oak (Playground)	Oak (Playground)	Oak (Playground)	Oak (Playground)

- Pupils will go outside for breaks and maintain social distancing between year groups
- When the weather is dry, the field can also be used for playtimes, however if a class is scheduled to use the field for PE, any class using the field for play will need to stay above the level of the play equipment
- Each class group will have a box of allocated playtime equipment which can be easily cleaned daily
- During break, pupils will be supervised by their classteacher or teaching assistant. Staff in classes will arrange to have a short refreshment break, during this time or immediately before or after.
- All pupils need to wash their hands before and after break
- Snacks must be eaten within their play area
- Wet playtimes will be spent inside classrooms with a choice of quiet activities

Lunch Time Plan

- The lunchtimes will vary for different classes (see timetable below)
- In the hall, children will sit as a maximum of 12 at a 'double table'
- There will be 6 'double tables' in the hall, which can accommodate two classes of children. The classes will sit at a distance, divided by partitions.



- Where weather permits, the field will also be used for lunch seating
- Staff supervising outdoor lunch breaks must carry a charged walkie-talkie at all times
- Children will be expected to eat quietly so that the time slots can be kept to

11.50-12.10	Maple and Willow class eat on named class tables in hall <i>Jayne Lockwood</i> <i>Libby Roberts lunch (11.30-12.00)</i>	12.10-12.50	Maple- play at front of school <i>Jayne Lockwood</i> Willow- play in playground <i>Libby Roberts</i>	<i>Jayne Lockwood lunch (12.50-13.20)</i>
	12.00- 12.10 Elm- play in playground <i>Laura Ramsdale</i> Chestnut- play in Muga <i>Libby Roberts</i>	12.10-12.30 Elm and Chestnut eat on named tables in hall <i>Laura Ramsdale</i> <i>Sue Wetherell lunch (12-12.30)</i>	12.30-13.00 Elm- play in outdoor learning area/stage <i>Laura Ramsdale</i> Chestnut- play in Muga <i>Sue Wetherell</i>	<i>Laura Ramsdale lunch (13.00-13.30)</i>
	12.05- 12.30 Oak <i>Issie Pratt</i> Play in outdoor learning area/stage	12.30- 13.00 Oak eat at named tables in hall <i>Issie Pratt</i> Apple eat at named tables in hall with Apple staff	13.00- 13.05 Oak toilet break before afternoon	<i>Issie Pratt lunch (13.05-13.35)</i>

- Pupils will queue in compliance with social distancing guidance
- Pupils will be asked to wash hands with soap before and after having lunch.
- The menu for each day will be reduced to offer quick grab items.
- Only four pupils are allowed to sit per bench in the hall. Staff will eat in their classrooms, outside or in the staff room (maximum 2 staff) so the full capacity will be used for pupils.
- Other than the Hall, pupils are not permitted to be in the building during lunch time.
- Tables and benches in the hall will be cleaned by staff between classes using the cleaning caddy

Catering Staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items.
- Catering staff will access the school site via the field and enter through the side door, straight into the kitchen where they will wash their hands. A walkie-talkie will be provided for catering staff to use to contact the office or a senior leader during the lunch service. The children's menu choices will be left in the kitchen by the administrator to avoid catering staff needing to visit the school office.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- The menu for each day will be reduced to offer quick grab items and limit options.
- When serving food, catering staff will need to maintain social distancing as much as possible.
- To avoid supply issues, the stocking and storage of high consumption items should be maximised.
- All surfaces and floors will be cleaned with disinfectant before and after the lunch period.

Staff rooms and offices

- Staff should only use staff rooms and offices where they can socially distance from one another. A maximum of two staff should be in either the staff room or PPA room at a time and in this case, a distance should still be maintained and windows opened where possible.
- Additional refreshment areas can be set up in areas around the school, providing that they cannot be accessed by children, to enable staff to have a hot drink during their break time.
- Offices must not be used for meetings unless social distancing is possible.
- In staff rooms and offices, sharing of PCs or laptops should be avoided where possible. Alternatively, if sharing of PCs or laptops is unavoidable, staff should wipe down the keyboard and mouse before using.
- Staff should use a hand sanitiser when entering and leaving the staff room and/or office.
- Staff should clean phones, photocopier buttons and other surfaces before and after use. Wipes are provided for this purpose.
- Where possible, staff who do not normally work in the office should wait at the doorway to talk to the administrator or ask them to hand over something that is needed from the office. In the event a staff member needs to enter the office, for example to make a phone call, they should pass the administrator without facing them and sit at the opposite desk.

Expectations within the classroom

- Pupils and staff will wash their hands or use hand sanitiser after each session and always before leaving the classroom.

- Classrooms will have fixed seating and pupils must sit in the same place at all times.
- Tables will be arranged so that all pupils are facing towards the front of the classroom.
- Staff will have a marked area at the front of the classroom which is for adults only. Adults must stay socially distanced within this area. Teachers should avoid movement during lessons, however they may move around the classroom if they are confident to and can maintain a reasonable distance from pupils. Staff should avoid crouching down to be directly face to face with pupils.
- Windows should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared but if it has to be shared it must be cleaned after use
- Perspex screens will be available in all classrooms for optional use in close contact situations e.g. reading directly alongside a child.

Expectations within the EYFS learning environment

- Pupils and staff will wash their hands or use hand sanitiser after each session and always before leaving the classroom.
- Staff will have a marked area at the front of the classroom which is for adults only. Adults must stay socially distanced within this area. Teachers should avoid movement during lessons, however they may move around the classroom if they are confident to and can maintain a reasonable distance from pupils. Staff should avoid crouching down to be directly face to face with pupils.
- Windows should be left open during the lesson unless it disrupts the learning.
- Children will learn through playing alongside each other and interacting, however adults will encourage children not to have physical contact.
- Stationery and equipment may be shared, however it must be cleaned after use. A limited amount of resources will be available for children on rotation and these will be thoroughly cleaned. A dishwasher is provided to support the cleaning of EYFS resources.
- Perspex screens will be available in all classrooms for optional use in close contact situations e.g. reading directly alongside a child.

Pupil Expectations

Children must only attend school if they or a member of their household do not have COVID-19 related symptoms.

Pupils will be reminded of school behaviour expectations on their first day back and we will be teaching them about the new 'pod' rules and the reason why these have been introduced.

We will also be recapping our school values and how we can all contribute to keeping Ide Primary School a safe and happy place.

Ide 'Pod' Rules

- 1. I will avoid physical contact with other children and adults, wherever possible*
- 2. I will regularly wash my hands throughout the day for at least 20 seconds*
- 3. I will tell an adult if I feel unwell*
- 4. I will only use my own equipment, e.g. pencil case, books and water bottle, unless an adult tells me otherwise*
- 5. I will not mix with children from another pod in school*
- 6. I will tell an adult when I need to use the toilet, so that they can help to keep me*

safe

7. I will use the catch it, bin it, kill it rules, coughing or sneezing either into a tissue or my elbow

8. I will be respectful and considerate- I will not cough or spit in the direction of another person

I will follow these rules at all times to keep everyone safe. I know that if I can't follow these rules, I will need to go home and will only be able to come back when I can be safe.

The Ide Primary School Positive Behaviour policy contains an appendix which outlines the approach that the school will take if a pupil is not following the 'pod' rules. This policy can be accessed through the school website.

Mobile phones are discouraged. If possible, children should be supervised when walking to and from school. However, if year 6s need to bring mobile phones for walking to and from school, they will be placed in a box with dividers and kept in the Chestnut class cupboard.

School uniform expectations will remain as they have been, however shoes must be comfortable and may include black trainers with black soles. children will be asked to wear their PE kit to school for the full day when their class has a timetabled PE lesson. This will be at the same times each week and will be communicated to parents by the class teachers.

Parent Expectations

If a parent, child or another member of the household displays symptoms of COVID-19, the school should be informed immediately.

Parents are asked to reinforce the 'pod rules' at home, helping their children to understand why these are important.

Wherever possible, prompt drop off and pick up arrangements will be greatly appreciated by the school. Parents are asked to remain off-site, except in the case of EYFS parents who will access the school playground via the field.

Parents are asked to phone or email the school office with any questions or queries. A senior leader will be on duty at the start of each day at the front of the school.

We ask parents to ensure that children come to school with minimal belongings as the usual lockers and pegs cannot be used as previously. Children should come to school with

- A book bag
- Water bottle
- Packed lunch if needed
- Coat if needed

Parents of children in year 1 upwards are asked to provide a wipeable pencil case for their child to use in school. Basic stationery such as a pen, pencil and ruler will be provided but parents may wish to add other items such as coloured pencils. This pencil case can be left in school.

Supporting medical needs of children

Staff need to be aware of children who are classed as extremely vulnerable or clinically vulnerable and should have copies of individual risk assessments for these children.

- Medicine and record-keeping will be placed in the downstairs medical room or classroom if appropriate
- If support is required to administer medication, then adults must wear gloves and aprons to further reduce the risk of spreading the virus, preceded by thorough hand-washing.
- If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers.
- The designated isolation space is; 'Garden Room'
- Once the child is collected, spaces will be thoroughly cleaned by a member of staff wearing both gloves and an apron
- All children and staff in school must engage in the NHS Track and Trace programme
- If you have a child displaying symptoms you must remove them from the classroom to the isolation room immediately and notify the headteacher.

Delivering the curriculum

Revised curriculum plans for the Autumn term can be found on the school website curriculum pages from September 2020.

Rediscovering Learning

During the first two weeks, children will be building up stamina for learning through short, focussed sessions in reading, handwriting, spelling, grammar and maths, which will build confidence in understanding and applying subject knowledge. There will be regular breaks, focussing on learning behaviours, mindfulness and yoga, as well as lots of outdoor time. Teachers will move at a pace that is right for their class, to gradually move towards more sustained and developed periods of learning.

Reconnecting as a school community

Although we will not be mixing between pods, we will be devoting much time in the first few weeks of term to talking and re-establishing a sense of connectedness and belonging within the school.

We will be using texts across the school, which are selected to encourage reflection and relationship building: including:

- *Here we Are: Notes for Living on Planet Earth*, Oliver Jeffers (This will be the focus for a summer home learning project and a whole school project on return to school)
- *The Boy, the Mole, the Fox and the Horse*, Charles Mackesy
- *Elmer*, David McKee
- *While we Can't Hug (a Hedgehog and Tortoise story)*, Eoin McLaughlin

Assessment

Alongside the above, teachers will prioritise finding out exactly what each child knows and can do. Some children may return with gaps in their learning but we will need to be forensic in assessing this to ensure we are teaching them the right skills and knowledge to close that gap. Other children will not have as many gaps and be ready to progress as normal.

Assessment will take place as follows and will be completed by the end of week 2:

	Reading	Writing	Maths
Reception	Baseline Assessments (all areas of the EYFS framework)		
Year 1	Phonics assessments		
	Book band assessments		
Year 2	Phonics assessments Book band assessments	Assessment of writing based on school progression in writing documents. Sentence writing relating to whole school texts 'Here we Are' (KS2) or 'Elmer' (KS1) Statutory spelling list for previous year group.	Maths assessments based on Early years framework will be passed on from July 2020.
Year 3	Decoding and comprehension relating to year 2 SATs expectations		White Rose maths assessments for year 1 to be completed in small groups
Year 4	NFER reading (Summer Year 3)		Arithmetic and reasoning relating to year 2 SATs expectations
Year 5	NFER reading (Summer Year 4)		NFER Maths (Summer Year 3)
Year 6	NFER reading (Summer Year 5)		NFER Maths (Summer Year 4)

In addition, all children who are working below expected standard in reading will have a YARC assessment to determine an up to date reading age and individualised programme of support.

Broadening the curriculum

We are very keen to begin to offer our full range of curriculum subjects and can't wait for children to become engineers, scientists, geographers and all of our other states of being once again. The teachers have planned enquiries ready to start whenever the class is ready, and this will need to be flexible based on teachers' assessments of the progress made in core subjects. The soonest that this will begin will be in week 3 and the latest will be in the first week after the Autumn half term.

In the meantime, children will be musicians during their lessons with Sue and will also be athletes, as PE will resume from the first week back to school.

PE lessons will take place from the start of term.

- All of the children will wash their hands before and after the PE lesson.
- The children will attend school in their PE kit for the whole day when they have a timetabled PE lesson in order to avoid changing. This will avoid the need for teacher contact. It will also help with some of the time constraints that teachers will be faced with. They will be asked to bring in a jumper and a waterproof coat when the weather is cold/wet.
- All PE lessons will take place outside where possible to maximise distancing between children. If the weather is too wet to do the PE lesson outside, the teachers will carefully plan an activity that they can do in the hall.
- Each class will have their own box of equipment for breaktime/lunchtime. This will not be shared between classes. Each child should use their own piece of equipment only during a lesson. Team play which results in sharing of equipment will be avoided. All of the PE equipment will be thoroughly cleaned by the class teacher/TA at the end of each lesson.
- The teacher will ensure that all lesson activity adheres to the social distancing rules in place at the time of delivery. Team games involving contact are currently not possible.
- Learning Activities taking place in PE lessons will be strictly non-contact and will include minimal equipment. The curriculum map will be altered to ensure that the autumn plan includes activities which present the lowest risk.

Additional learning Opportunities

We often invite visitors into school to enrich the children's learning. This will continue to take place however a risk assessment will take place ahead of any visitor coming to school, to make sure that the visit can be conducted safely. Trips will not take place in the first half of the Autumn term, although short walks in the local environment may be possible. Parents will be informed if there are any short trips into the local area due to take place.

Whole school and key stage assemblies cannot currently take place. However, we are looking into how we can provide these via an online platform to classes.

Clubs and inter-school competitions will not take place for the first half of the Autumn term.

Peripatetic Music Lessons may run, and individual teachers will write to parents concerning the safety measures being taken. Parents may then choose for their children to participate.

Supporting Special Educational Needs

- Children with SEND will be provided with enhanced transition where appropriate ahead of the new school year.
- Where children are assessed as working below the expectations for their year group, additional support will be put in place to ensure progress is built upon the right starting point for the individual child.
- Children with SEND will be given additional support and guidance to understand the 'pod' rules.
- Routines and expectations will be reinforced through a variety of supportive visual resources
- Class teachers will communicate with parents of children with SEND to make sure they are settled within the school environment

Wrap-around Care

- Breakfast club and after school club will be running between 8 am and 6 pm
- There will be a limited number of places and these must be booked in advance, no drop in places are available
- These clubs will run in the hall and partitions will be used to separate 'pod' groups
- Snacks will be served to one pod at a time at the table- tables and benches will be cleaned in between groups

Use of the school building

Letting of the school hall will not be possible for the first half term.

Toddler group will not be able to run for the first half of term.