



The Priory Primary School



'Inspiring a Love of Learning'

Pamber End, Tadley,
Hants, RG26 5QD.

Telephone: 01256 850062

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Draft Plan for the Phased Reopening of The Priory Primary

Introduction:

In response to the government's recent announcement to potentially reopen schools from June 1st, the following plan has been drafted. The plan remains in draft format and will *be updated following any future government guidance, or additional logistical concerns.*

It is important to note that this plan will **only** come into operation if the government deem it safe to begin the phased reopening of schools (based on scientific measures) and that the Priory is fully prepared to ensure the safety and well-being of its pupils and of its staff. To this end our proposed plan has two key aims:

- 1) To be prepared to reopen the school to YR, Y1, Y6 from 1st June as safety and as efficiently as possible.
- 2) To begin to provide the children with their essential learning.

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.

Finally, it should be noted that this proposed plan is only in effect for the period of 1st June – 19th June, at which point the government will reassess for a possible opening of additional year groups (dependent on the same scientific measures) – if this occurs, a second action plan will supersede this version.

Key Information for Parents:

If pupils return to school from June 1st, 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 will be different. Social distancing will not allow for close student contact, pupil mobility or even the wider sense of community that was ever-present at the Priory before the COVID-19 pandemic. Whilst formal lessons will be delivered, our focus on academic progress and the creative curriculum are secondary to the welfare of the children. In this regard we will offer no compromise. In addition to the government guidance, we are basing many of our decisions and logistics for reopening on the best practice of schools in Europe who have already opened to pupils.

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





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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 each year group 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.

Each year group, YR, Y1, Y6 will be split into two separate groups. These groups will act as independent hubs of learning and there will be no intermixing of these groups. Further details of this are described below.

The school will be closed each Friday afternoon (from 12 noon) to all but Key Worker pupils to allow the teachers to plan and prepare for the next week, including the home learning of children not attending the school. Also, this time will be used to provide a weekly deep clean of all classrooms, resources and materials.

Staffing the Potential Re-Opening

Currently, the government is advocating for YR, Y1, & Y6 to return to school from the 1st June and we have created a staff rota that provides for this phased approach safely and keeping numbers below a maximum of 14 children per group. However, we expect pupil numbers to be considerably lower than this maximum group size.

Staffing (provision and quantity) will be based on the numbers / needs / safety of the children and practical consideration of staff circumstances.

Staff may be working with different year groups, or in a slightly refined role.

The staffing rota will continue to be revised and adjusted, if staff can not commit to their required duty due to (for example) illness.

The personal circumstances / vulnerabilities of staff, plus their own wellbeing / work life balance are very much factored into the rota and plan for reopening.

Operational Plan for the Planned Reopening

From June 1st the Priory will be operating in 3 modes:





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- 1) In school provision for YR, Y1, Y6.
- 2) Home Learning for Y2, Y3, Y4, Y5 and any children (from YR, Y1, Y6) whose families are opting for them to stay at home.
- 3) In school provision for Key Workers and vulnerable children.

1) In School Provision for YR, Y1, Y6:

Staffing for each year group is as follows:

Year R	Mrs Hindmarsh, Mrs Hawtin (mon – thurs), Mrs Adams (LSA) (fri), Mr Webb, Mrs Bowman
Year 1	Mrs Austin (mon – thurs), Mrs Selwood (fri), Mrs Brown (mon – thurs), Mrs Hunt (fri)
Year 6	Ms Foster, Ms Head

Children in each class will be taught in 2 connected classrooms (a hub) of the school with a member(s) of staff leading each sub-group.

Each group will be fixed (with the same children in the group each day – as planned out by the class teacher) with a maximum of 14 children per group. The group will be a mixture of boys / girls and friendships – as planned out by the class teacher. Within this plan, there are no opportunities for children in one group to intermix with the second group.

The groups will have a set location within the school – as noted below:

YR – Group 1 = YR classroom Mrs Hindmarsh / Mrs Bowman	Y1 – Group 1 = Y3 classroom Ms Austin (mon – thur) / Mrs Selwood (fri)	Y6 – Group 1 = Y6 classroom Ms Foster
YR – Group 2 = Y1 classroom Mrs Hawtin / Mr Webb	Y1 – Group 2 = Y4 classroom Mrs Brown (mon – thur) / Mrs Hunt (fri)	Y6 – Group 2 = Y5 classroom Ms Head

Staff will be with their group for one week, before leading the second group in the following week. This system will continue throughout the life of this plan so that each child will have direct contact with their





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own class teacher every other week. Staff will rotate to the new group – keeping the children in the same physical space throughout the re-opening process and with the same peer group.

There will be a strong emphasis on each group being a separate unit during each day and children from each group will not intermix – even during break / lunch and any required movement around school, which will be kept to a minimum.

Each group will spend a majority of their time in their own specific learning area, they are not permitted to be in the hall / the library / the Rainbow Room / shared areas etc.

Specific toilets will be shared between groups but set times should be established when the children are going to be using them for regulated toilet trips and handwashing.

Each pupil in each group will be as self-sufficient as possible, with their own chair, table and will need to bring their own named pencil case containing: pencil, rubber, small ruler (pen & highlighter too for Yr 6) – sharing regular equipment is not permitted. However, some specific shared resources will be used (especially in YR / Y1). These materials will be kept cleaned and disinfected.

Timings of the day are organised below, please keep to the timing of your child's year group:

Year R	Year 1	Year 6
Drop Off = 8.45am	Drop Off = 8.30am	Drop Off = 8.15am
Break = 10am – 10.30am	Break = 10am – 10.30am	Break = 10.30am – 11am
Lunch = 12noon – 1pm Eat (12 – 12.30) Play (12.30 – 1)	Lunch = 12noon – 1pm Eat (12.30 – 1) Play (12 – 12.30)	Lunch = 12.30pm – 1.30pm Eat (1 – 1.30) Play (1.30 – 2)
Pick Up = 3pm	Pick Up = 3.15pm	Pick Up = 3.30pm

Children entering and exiting the school will ONLY be available via the “Collect 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, exit their children from the car and provide them with their bag. Mr Stewart, Mrs Adams and other staff will be available to welcome the children and escort them to their learning area. Parents will not be able to walk their children into the school.





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If parents have two or more children in different year groups (YR / Y1 / Y6 or a Key Worker placement) – they should drop all of their children at the LATER of the two drop off times and collect their children at the EARLIER times.

During break and lunch the children in each year group will access the following areas:

Year R = Reception outside area / Y1 outside area.

Year 1 = Rear playground / field

Year 6 = Rear playground / field

During their outside play, the groups will still not intermix – with markings set out for each group to stay apart.

There will be a strong focus on training the children to socially distance whilst playing as a group during break and lunch.

It is accepted (as noted in the government guidance) that our youngest pupils will not always follow guidelines for socially distancing and this is to be expected. However, best efforts will be made to train the children to stay apart (where appropriate) and learning will not be quite as mobile. With reduced numbers in each group and with more space to distance the children, the greatest efforts will be taken, with increased hand washing and reduced pupil movement around the school.

Learning and Provision for YR / Y1 / Y6

The class teacher will continue the planning in the same format and manner as the Home Learning process and will upload these to the Google Drive.

All staff (in groups) will deliver from these plans (English / Maths / Critical Skills or Phonics) in the mornings and will engage with a Seesaw activity in the afternoon.

Staff will do their best to support the individual learning needs of the children – but it is noted that this may not always be possible however, the children's mental and emotional wellbeing will be paramount.

Additional outside / PE activities are permitted / encouraged as long as there is a maintained distance from all other groups.

2) Key Worker & Vulnerable Pupils (Y2 – Y5)





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Pupils of Key Workers and vulnerable children (defined by the government guidance) will still be entitled to ongoing provision until the end of the school year.

Staffing for this group of pupils will be:

Week Beginning 1/6/20	Mrs Coe and Mrs West
Week Beginning 8/6/20	Mr Cripps and Mrs West
Week Beginning 15/6/20	Monday – Mrs Heathcote + Mrs West Tuesday – Mrs Sowden + Mrs West Wednesday – Mrs Britt + Mrs West Thursday – Mrs Marzetti + Mrs West Friday – Mr Stewart / Mrs Adams + Mrs West

The Key Worker group will be based in the Y2 classroom.

If the key worker group exceeds 15 children – the group will be split between Y2 and the Imaginarium, with one adult leading each group.

The Key worker group will have the following timetable

Key Workers / Vulnerable Children
Drop Off = 8.15am - 8.45am
Break = 10.30am – 11.00am
Lunch = 12.30pm – 1.30pm Eat (12.30 – 1) Play (1– 1.30)
Pick Up = 3.30pm

The children of the Key Workers / Vulnerable children will (wherever possible) be set up to work on the home learning plans provided for them by their class teachers. With the two members of staff splitting between the infant pupils and the junior pupils in the group. Where this is not possible – a greater focus will be on the more general Seesaw activities.





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In terms of social distancing and health and safety measures – the Key Workers group will have the same protocols and provision as set out in the YR, Y1 & Y6 pupils noted above, most importantly being a separate group unto themselves.

3) Home Learning for Pupils in Y2, Y3, Y4, Y5

The planning and resourcing for home learning will continue in **ALL** year groups and will be uploaded to the Google Drive as we have currently achieved during lockdown, allowing parents of Y2, Y3, Y4, Y5, to deliver the lessons.

Video tutorials and personalised videos guides and lesson introductions will be ever more important as children of these year groups are separated from school and their teachers for an increasing amount of time.

Families from YR, Y1 and Y6 who opt for their children to stay at home will be able to access the home learning planning as before, but there will now be a very limited interaction on Seesaw / Tapestry from their teachers from 1st June. However other learning assistants may still interact with the children's responses.

Specific Logistics / Arrangements for The Planned Reopening of The School

The kitchen, admin and site management staff will be back in school during their normal working hours, however will operate in a more isolated manner. The office (for example) **should only be accessed where possible via phone calls and emails.**

The kitchen will be opened to provide meals to children of YR, Y1, Y6, plus the Key Worker group - although this food will not be served from the hatch and children will not be eating in the hall. Instead the kitchen staff will offer a 'trolley' service to deliver food to the classrooms of each group. The children will eat from paper plates and where possible (in conversation with Mrs Clitheroe) will have food that is easy to eat in a classroom setting – e.g. sandwiches, pasties, salad, fruit, cake etc.

However, to decrease chances of contamination even further – parents of YR, Y1, Y6 and Key Workers may opt to provide their children with a healthy packed lunch.

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 named hand sanitiser and moisturiser to protect their children's skin from the harshness of continued washing. Parents are asked to ensure that their child /





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children's hands are washed thoroughly before arriving at school each day. As an additional hygiene request, the children should come to school wearing freshly washed clothes each day, this could be school uniform or school PE kit.

Cleaning is also a vital aspect of the daily routine and each member of staff will contribute to the process of wiping down surfaces, keyboards, door handles (etc) using the provided wipes. This is in addition to the increased (deeper) cleaning by Mr Henry and his team that will be carried out throughout and at the end of each day.

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

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 pupil 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 – evidence shows that poorly managed face covering can actually increase the chances of spreading the virus – hence we aim to protect our pupils via the measures set out in this plan.

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

There will be no INSET day on 1st June (as originally set out in the school calendar), allowing the school to open on the first day after the half term holiday in conjunction with all other primary schools in England.

However, there will be a staggered restart to school allowing us to ensure our systems and logistics are effective and operational. The restart dates are as follows:

YR – From Monday 1st June

Y1 – From Tuesday 2nd June

Y6 – From Wednesday 3rd June





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After school clubs / externally provided activities and the Breakfast club will not be available to parents during this time.

Siblings of pupils in YR, Y1, Y6 will not be permitted to attend the school under any circumstances during the length of time that this plan is in operation. Permitting additional students access to the school will only be considered when the government deem that additional classes can reopen – at which point the second phased plan will come into effect.

Any pupil or staff member who displays any of the symptoms of COVID-19 will be isolated, with an immediate collection expected for pupils. 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.

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 (proposed) return.

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

