

Sully Primary School: COVID 19 Detailed Reopening Plan **Reopening the school for Foundation Phase pupils**

Last updated: 8th February 2021

Purpose

From 22nd February 2021 the school will be reopening for face to face teaching for pupils within the Foundation Phase (Nursery to Year 2). All pupils have been learning remotely for the last 6 weeks. Key Stage 2 pupils will continue to learn remotely until further notice. Reopening of the school will only take place following relevant and thorough risk assessments.

Pupils of critical workers and those deemed vulnerable (for a variety of reasons) will continue to be offered school provision. Arrangements for this provision are available within the school's Critical Worker Care Provision document.

This document outlines how the School will reopen to Foundation Phase pupils and the measures that will be put in place to ensure our school community is as safe as practically possible and that everyone is supported. It also sets out our plan to offer pupils a broad and balanced curriculum so that all pupils can continue to progress and thrive.

This is a live document that will be reviewed by Mrs Andrea Waddington, Headteacher, in conjunction with Senior Leaders and other key stakeholders as the situation develops.

Returning to School

Preparation for the wider reopening of the School has been undertaken by Mrs Waddington, Headteacher, and other senior members of staff in liaison with advice and guidance from the Welsh Government (WG) and the Vale of Glamorgan Local Authority and relevant Professional Trade Unions.

The School has worked closely with all stakeholders to ensure a safe return to the school site.

Communication of plans and procedures

A copy of the School's main risk assessment (revised) will be available for all stakeholders should they request it and will be put on the School website.

Staff will be provided with a copy before they return to school on February 22nd and before the School is reopened to all Foundation Phase pupils.

Risk Assessment

A detailed and comprehensive risk assessment (see attached document) has been carried out prior to the School reopening to all Foundation Phase pupils, to ensure sensible measures are put in place to protect pupils and staff. We have consulted with staff as part of the assessment, to ensure everyone's needs are understood and accounted for. This risk assessment addresses the following areas:

- Safety of the school premises-wider school environment plus individual classrooms
- Cleaning measures

- Infection control and the ability to implement protective measures, e.g. social distancing between adults
- Supporting staff and pupil wellbeing
- Supporting pupils' learning
- Safeguarding

Prevention and infection control

- Contacts between learners will be minimal.
- Empty KS2 classes/spaces will be allocated to specific Foundation Phase classes to allow pupils and staff more space in which to work and learn.
- Learners will remain with pupils within their class as much as possible during the day-maximum group size of 30.
- Some mixing will be needed at lunch time as we only have one hall but different classes will use different sides of the hall and will all face the same way to avoid face-to-face interaction.
- Pupils who display any COVID symptoms or who have a family member displaying COVID symptoms will not be allowed to come to school.
- All staff will be able to undertake twice weekly lateral flow testing, reporting findings to the Headteacher/SLT prior to attending school.
- There will be a detailed plan for hand washing during the day.
- Pupils will be taught to 'catch it, bin it, kill it' and dispose of tissues in a closed pedal bin.
- Enhanced cleaning procedures will be in place within school including weekly bio-misting.
- PPE will be available for all staff and must be used by staff under certain circumstances eg when dealing with first aid and personal care.
- All staff will be required to wear surgical mask face coverings in communal areas and in the classroom where social distancing cannot be guaranteed.
- Rooms and areas around the school will be well ventilated.

Response to any infection

- The school will engage with the test, track and trace programme when needed.
- The school will have robust procedures for dealing with any suspected COVID cases within school.

Pupil Contact Groups

Pupils in Nursery to Year 2 will return to school from Monday 22nd February 2021 within their class/contact groups. Pupils who were due to start Nursery after Christmas will be given individual start dates and times to take account of the need for time to leave parents.

To reduce contact between pupils and staff as far as possible, pupils and staff will only be allowed to mix in class groups. There will be limited social distancing between pupils. Staff will continue to adhere to the 2 metre social distancing rules with each other. Teacher and pupil movement will be minimised wherever possible. For this reason, RWI will not operate in the usual way. Staff will need to teach RWI sessions within their classes.

Classes and spaces that are not currently being used (due to partial reopening) will be allocated to specific Foundation Phase classes. This will give both pupils and staff more space in which to work and learn and will minimise the need for large groups of learners to be together in a small space. Outdoor areas will also be used regularly.

We will work on the basic principle that class sizes are no more than 30 per classroom (using current guidance) and that a class teacher/LSAs/MDS will be allocated to each class. Additional staff will be used to avoid the need for PPA teachers to work in different class groups. Where there are staff shortages, supply teachers and teaching assistants will be sought from local supply agencies. Pupils in need of one to one interventions will also receive the necessary support from within their class contact group.

Upon reopening, we will aim to:

- Keep pupils and staff in the same class groups whenever possible.
- We will ensure that different class groups are not mixed during the day.
- We will utilise all empty (Key Stage 2) classrooms as extra indoor learning spaces.
- We will maximise the amount of time children spend involved in outdoor learning.
- Play times and lunch times will be staggered to avoid different classes mixing together.
- Ensure that, wherever possible, pupils use the same classrooms or areas of the school throughout the day.
- Ensure that each area is thoroughly cleaned throughout and at the end of each day.
- Ensure that pupils are provided with personal resources such as pens, pencils, scissors etc, for use during the school day. Children will not be allowed to bring their own resources from home.
- Ensure our school is bio-misted on a weekly basis.

Staff/Adult Contacts

Adults will still need to adhere to 2 metre social distancing rules. This will be achieved by:

- keeping adults with the same class group whenever possible.
- putting stickers on the floor in corridors to remind people about the 2m distance.
- avoiding use of shared areas for example staff rooms.
- one member of staff using toilet facilities at a time.
- avoiding face to face staff meetings.

Face Coverings

Adults will be required to wear triple layer surgical mask face coverings in communal areas of the school and in the classroom where social distancing cannot be maintained.

Start and Finish Times

Start and finish times will be staggered to avoid large groups of pupils arriving at school at the same time. These times have been communicated to parents via ParentPay email.

Teachers will meet their classes at designated gates and will ask parents if pupils are well.

Pupils must enter the school site via the designated gate even if dropping off a sibling at another gate. This will avoid pupils in different contact groups mixing together and will allow teachers to keep track of who has arrived at school.

Only the parents of Nursery pupils will be able to enter the school site when dropping off pupils.

Parents of all pupils from Nursery to Year 2 will be able to enter the school site when collecting pupils at the end of the day. However, all parents/carers must wear a face

covering, use the correct gate when entering and leaving the school site and maintain 2m distance from other adults. Details of specific gates, times and walking routes around the school will be communicated via Parent Pay.

Staggered start and finish times will not alter the amount of dedicated teaching time. Lunchtimes will be condensed to 1 hour for Foundation Phase pupils to minimise the risk of contact groups mixing.

start and Finish Times and Entrance/Exit Gates:

Class/Year Group	Start Time	Finish Time	Gate
Nursery am	9.15am	11.45pm	Minehead Avenue Drop off - Nursery building Pick up - Nursery building
Nursery pm	1.00pm	3.30pm	Minehead Avenue Drop off - Nursery building Pick up - Access Nursery area via path between outdoor classrooms and wait next to the Nursery fence
Reception SR	9.05am	3.15pm	Minehead Avenue Drop off - Minehead Avenue Gate Pick up - Back of Reception building (leaving via back of Y1 classroom)
Reception CH	9.05am	3.15pm	Minehead Avenue Drop off - Minehead Avenue Gate Pick up - Side entrance to Reception (near circular outdoor shelter)
Year 1 CH	9.05am	3.15pm	Minehead Avenue Drop off - Minehead Avenue Gate Pick up - Side entrance to Reception (near circular outdoor shelter)
Year 1 HB	8.50am	3.00pm	Minehead Avenue Drop off - Minehead Avenue Gate Pick up - KS2 Playground
Year 1/2 ALB	9.00am	3.10pm	Burnham Avenue Top Gate - drop off F.Ph Playground - pick up
Year 2 AB/SH	9.00am	3.10pm	Burnham Avenue Top Gate - drop off F.Ph Playground - pick up
Year 3 / 4 Hub	8.55am	3.20pm	Burnham Avenue Main Entrance

Year 5 / 6 Hub	8.55am	3.20pm	Burnham Avenue Main Entrance
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Break Times

Contact groups will remain together for break times.

Break times will be staggered and where two classes share the same break time, they will have their own zone to play within.

Break times will be supervised by a mixture of LSAs and teaching staff to ensure that all staff have a break and are not supervising break times every day.

Resources used during break times will be kept to a minimum. Where resources are used they will be cleaned thoroughly before being used by another contact group. Where resources cannot be thoroughly cleaned they will be left for 48 hours (72 hours for plastics) before being used by another contact group.

Break time will be as follows:

Class/Year Groups	Breaktime	Area
Reception SR	10.00 - 10.20am	Reception outdoor area/F.Phase Playground
Reception/Year 1 CH	10.00 - 10.20am	Reception outdoor area/F.Phase Playground
Year 1 HB	10.00 - 10.20am	Key Stage 2 Playground
Year 1/2ALB	10.30 - 10.50am	Foundation Phase Playground
Year 2 AB/SH	10.30 - 10.50am	Foundation Phase Playground
Year 3	10.25 - 10.45am	Key Stage 2 Playground
Year 4		
Year 5	10.50 - 11.10am	Key Stage 2 Playground
Year 6		

Lunch Times

Lunch start and finishing times will be as follows:

Class/Yr Group	Start & Finish Time	Eat	Rest/Play	Zone
Rec SR	11.40am - 12.40pm	11.40am-12.10pm	12.10-12.40pm	Rec Play Area
Rec/Yr 1 CH	11.40am - 12.40pm	11.40am-12.10pm	12.10-12.40pm	Rec Play Area
Yr 1 HB	11.40am - 12.40pm	11.40am-12.10pm	12.10pm -12.40pm	KS2 Playground
Yr 1/2 ALB	11.40am - 12.40pm	11.40am-12.10pm	12.10pm -12.40pm	F.Phase Playground
Yr 2 AB/SH	11.40am - 12.40pm	11.40am-12.10pm	12.10pm -12.40pm	F.Phase Playground
Yr 3	12.10pm - 12.55pm	12.10pm - 12.40pm	12.40pm - 12.55pm	F.Phase Playground K.S. 2 Playground
Yr 4	12.10pm - 12.55pm	12.10pm - 12.40pm	12.40pm - 12.55pm	
Yr 5	12.30pm-1.15pm	12.30pm-1.00pm	1.00pm-1.15pm	F.Phase Playground K.S. 2 Playground
Yr 6	12.30pm-1.15pm	12.30pm-1.00pm	1.00pm-1.15pm	

Lunch arrangements will be as follows:

- Lunch time will start at 11.40 (see table above).
- Lunch times will be staggered to minimise the risk of contact groups mixing.
- Lunch times will be divided into 'time to eat' and 'time to rest/play'.
- Lunch times will be shorter - 1 hour for Foundation Phase pupils and 45 minutes for KS2 pupils accessing school provision.
- Sandwiches will be eaten in classes supervised by LSA/MDS.
- School dinners will be eaten in the hall.
- Pupils will use only one side of the tables to ensure we minimise face-to-face seating arrangements.
- A detailed plan for pupil supervision during lunch times has been formulated and has been communicated to all involved.

Classroom Environment

Additional Foundation Phase Breakout/Intervention Areas:

Nursery - Nursery compound
 Reception SR - Reception Middle Area
 Reception/Yr 1 CH - Year 4 Terrapin DG
 Year 1 HB - Conservatory
 Year 1/2 AB - Busy Bee Room
 Year 2 AB/SH - Year 4 Classroom CP

Staff will work together to decide how to create a warm and welcoming environment which fosters a sense of belonging despite the necessity of social distancing measures (for adults) and the need to socialise only within their class groups.

We understand that staff, pupils and families will have experienced many overwhelming emotions during the coronavirus pandemic and some may have faced loss and trauma. We

will ensure that an emotionally safe environment is fostered that nurtures and supports pupils and also focuses on rebuilding and reconnecting.

Measures to manage risk within classroom environments will include:

- Having hand sanitiser stations available for all pupils to use.
- Minimising face-to-face contact between learners and learners and teachers and learners.
- Organising pupils so that they are sat facing the same direction as much as possible.
- In the Foundation Phase focussed groups will sit facing the same direction and continuous provision areas will be designed so that pupils sit side-by-side rather than facing each other on group tables.
- Using drop stations (bins) for any shared resources (scissors, glue sticks) to be placed in and sanitized at the end of the day.
- Outdoor learning will be encouraged as much as possible.
- KS2 pupils accessing critical care worker provision will take coats and lunch boxes into classes and will put these on the back of chairs and under desks. This will avoid the need to use shared cloakrooms.
- Foundation Phase pupils will use cloakrooms as they do not have individual chairs in the classroom. Use of cloakrooms will be supervised by LSAs so that they are used in an orderly fashion.
- Removing unnecessary furniture from classes.
- Washing resources as much as possible after use and always before being used by another contact group.
- Where resources cannot be washed, leaving them for 48 hours (or 72 hours for plastics) before being used by another contact group.

Shared Environments

Some areas within the school will be used by more than one class for example, hall areas, toilets and corridors (for access).

A one way system will be in place in the hall to avoid the need for two classes to pass each other at lunchtime.

For other areas such as playgrounds, staggered times will be given to different classes to avoid being in the same area at the same time.

Resources

Pupils will have their own 'pencil cases' provided by the school. This will minimise the need for pupils to share pencils, pens, scissors etc.

Resources such as books and games can be shared within a contact group. Resources must be cleaned regularly. Pupils will be encouraged to wash their hands before and after using equipment and where possible it will be sterilised using Milton at the end of every day.

Resources that cannot be cleaned as outlined above will need to be left for 48 hours before they are used by a different contact group (72 hours for plastics).

When pupils use chrome books or ipads they will be sanitised before being used by another child. All ICT equipment will be cleaned at the end of every day.

Pupils will not need to bring any resources into school.

Reading books can be taken home by pupils but will be kept in 'isolation' for 48 hours before being available for use by another child.

Uniform

Pupils will be expected to wear uniforms to school and will be encouraged to have clean uniforms every day.

Pupils will be required to wear PE kits to school on days when they have PE lessons.

Pupils are already aware of their relevant PE days.

Toilets

Use of the toilets will be monitored by teaching staff and LSAs. Pupils from the same class can be in the toilet at the same time although smaller numbers should be encouraged.

Staff will monitor cleanliness and hygiene levels throughout the day. All toilets will be deep cleaned every evening.

Urinals and hand driers will not be in use.

Pupils will sanitise their hands prior to entering the toilet and on leaving the toilet.

Pupils will be reminded to put the toilet lid down before flushing.

We will display signage and floor markings where appropriate.

Pupils with Additional Needs

Pupils with additional or complex needs might find it difficult to follow these rules. They will also have specific learning needs that will need to continue to be met.

Measures will be put in place to safeguard these pupils. These measures include:

- providing social stories to help these pupils to understand the need for minimal contact, additional hand washing etc.
- ensuring staff who work with these pupils know where to obtain appropriate PPE when working at close contact.

ALN intervention groups will continue to operate for KS2 pupils virtually, as has been the case during the period of school closure. For Foundation Phase pupils, intervention work will continue to take place. Pupils will be removed from classes to work in small groups with a designated adult from within their class group. Groups will consist of pupils from only one class to avoid pupils from different classes mixing together. Groups will work within their designated additional areas (empty KS2 classrooms and spaces).

Peripatetic and Supply Teachers

In line with Government guidance, peripatetic and supply teachers will be able to attend school.

Peripatetic teachers will work with individual pupils or small groups of pupils. When working with small groups of pupils, these pupils must be from the same class. All areas used by these groups will be cleaned after use.

In the event of staff absence, supply teachers will be used to teach classes. These teachers will follow the same rules as other adults within the school e.g. avoiding shared areas, remaining with the same group of children all day and adhering to 2 metre social distancing rules when with other adults.

Visitors

Visitors will only be able to attend school if absolutely necessary.

Visits will be on an appointment only basis.

Visitors will be briefed about hygiene and social distancing measures upon arrival at the school.

Anyone Displaying Covid-19 Symptoms

Pupils who display any COVID symptoms or who have a family member displaying COVID symptoms will not be allowed to come to school.

- This includes if they feel unwell, have any of the four identified COVID symptoms (new continuous cough, high temperature, loss of taste or smell) or have tested positive for COVID-19 within the last 10 days.
- Anyone displaying symptoms will need to arrange to be tested and will need to begin to self-isolate for 10 days.
- Anyone who lives with someone displaying symptoms should self-isolate for a period of 14 days or until the results of the test is known.

Hand Washing

There will be a detailed plan for hand washing during the day:

- Pupils will use soap and water to wash their hands whenever possible.
- When soap and water is not available pupils will use hand sanitiser.
- All classrooms will have hand sanitiser stations within them.
- Pupils will wash their hands when they arrive at school, before and after break and lunch times, before and after eating, before and after using the toilet, before leaving school, at a minimum.
- Teachers will talk to pupils about how to wash hands appropriately.
- Posters will be on display to show pupils how to wash their hands appropriately.

CATCH IT, BIN IT, KILL IT

Pupils will be encouraged to use the 'catch it, bin it, kill it' approach when sneezing or coughing.

Tissues will be disposed of in closed pedal bins and hands will be rewashed immediately.

Enhanced Cleaning Procedures

- School will be cleaned every day between 3.15pm and 6.15pm.
- High touch areas will also be cleaned during the day by designated members of staff and by classroom based staff.
- All classrooms will have cleaning supplies such as antibacterial wipes, spray and Milton solution.
- Tables, chairs and frequently touched surfaces will be cleaned frequently during the day.
- All shared resources eg lego and any plastic toys, will be cleaned with Milton at the end of every day.

Personal Protective Equipment

A plentiful supply of PPE (gloves, masks, aprons and visors) will be available for staff to use within school.

This equipment must be used when dealing with any first aid issues, dealing with pupils with suspected COVID-19 symptoms and when assisting with personal care.

Suspected COVID-19 symptoms - Gloves, aprons and masks should be used.

Personal care - Gloves, aprons and masks should be used.

Surgical masks should be worn in all communal areas and in classrooms where 2 metre social distancing is not guaranteed.

Test, Track and Trace Programme

The school will engage with the test, track and trace programme when needed:

- The TTT programme was implemented by the Welsh Government on June 1st.
- Tests are available to all school staff and can be accessed [online](#).
- In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts.
- A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive.
- These people will only be required to take a test if they develop symptoms.
- A positive test on site therefore *does not require closure of that site*.
- The process of testing and contact tracing is part of the 'new normal' and where schools and settings follow these guidelines carefully, there is no cause for alarm.
- All staff will be able to undertake twice weekly 'lateral flow' testing. Results to be shared with HT and SLT.

To assist with the Test, Track and Trace Programme all classrooms will have a register on the door. Staff must sign the register with their name, date and time of entry and exit when entering any classroom. This will allow SLT to provide details of contacts if needed. All registers must be stored for an appropriate period of time.

Suspected Covid-19 Cases Within School

The school will have robust procedures in place to deal with suspected COVID-19 cases within school:

- Anyone who displays any symptoms will be moved to the isolation room (Pili Pala room).
- Parents will be phoned to collect the child immediately.
- Any staff interacting with the child will use full protective PPE (gloves, aprons, masks and visors).
- The child will be isolated from others although staff will of course check on the child's well-being during the period before they are collected from school.
- The room will be well ventilated.
- If they need to go to the toilet while waiting they will use the disabled toilet.
- All areas used by the child will be thoroughly cleaned afterwards.
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- Anyone displaying symptoms will need to self-isolate for 10 days and make arrangements to be tested.

Cluster - Defined as 2 or more cases among learners or staff within 14 days.

Outbreak - Defined as 2 or more confirmed cases among learners or staff who are direct close contacts within 14 days

When a cluster or outbreak has been identified by a school, the local TTT team will need to be contacted.

If an outbreak has been declared the Outbreak Control Team will consider:

1. adjustments to how the school is operating to facilitate infection prevention and control measures.
2. if further groups need to be asked to self-isolate.
3. whether to conduct an enhanced investigation.

Attendance

As the School reopens, pupils and their families will be reminded that it remains a safe place, as practically as possible, to continue learning.

All parents will be expected to send their child to school unless their child is shielding (Clinically Extremely Vulnerable). The advice to those who are Clinically Extremely Vulnerable has changed. Children within this category are advised that they should no longer attend school outside the home.

Parents/carers will be required to notify the school following the normal procedure if their child is unable to attend. The School will continue to inform social workers where children with a social worker do not attend school.

The School will resume taking its attendance register in accordance with guidance provided by WG.

As we move forwards, the School will determine when non-attendance becomes a safeguarding issue, considering pupils' personal circumstances, e.g. whether they or a member of their family has an underlying health condition and is continuing to shield themselves.

If a pupil is not able to physically attend school they will be supported by school staff to continue their learning at home. Planning for each class will be provided on the school website for parents to follow while the child is at home.

Staffing Arrangements

In considering the staffing resource available at Sully PS we will:

- Identify which staff members are able to return to work and those that will need to remain at home, if any.
- Outline how staff members that need to remain at home will be supported to work from home, if this is possible and practical.
- Consider options if the necessary staffing levels cannot be maintained. This includes school leaders and other key staff such as the DSL (Safeguarding Officer) and first aid providers.
- Agree the flexible working arrangements needed to support changes to the school's routines, e.g. staggered start times.
- Decide what training is needed to implement planned changes, e.g. risk management, curriculum, behaviour and safeguarding.

Considerations will include the following (not exhaustive):

- How many staff do we have available to work in school?
- How many teachers do we have available to work in school?
- How many support staff including LSAs do we have available to work in school?
- Do you have a headteacher and senior leaders available for work in school?
- Do you have at least 3 staff with first aid training available for work in school?
- Do you have at least one person with DSL training available to work in school?
- Do you have your ALNCo available for work, or an alternative member of staff who could take on this role?
- Do you have site appropriate numbers of cleaning staff, and sufficient support staff available during the school day?
- The health, safety, wellbeing of all concerned and the teaching and learning of pupils. To ensure these aspects are of the highest priority, support staff will be required to fulfil duties commensurate with their salary grades, outside of their normal team areas.

The Headteacher, assisted by the senior leadership team, will work with all key stakeholders to determine what staffing arrangements will be implemented as the school opens more widely. These arrangements will be communicated via email to all staff members. Staff members will then be able to contact their line managers with any questions or concerns. Staffing arrangements will be kept as consistent as possible, but any changes will be clearly communicated to all members of staff.

PUPILS

Safeguarding

Ensuring safeguarding arrangements remain effective while the school transitions to reopening is a key priority.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.

Identifying and Supporting Newly Vulnerable Pupils

We are aware that some pupils may have been at an increased risk of experiencing harm during the lockdown period, particularly where they were not seen by staff at the school or other agencies. Others may not have provided cause for concern before the lockdown period but have since experienced significant harm during their time at home – these pupils will form part of a newly vulnerable group.

We will take steps to identify and support these pupils as they return to school, accounting for the fact that these pupils may not be those that would usually be considered ‘at risk’. The DSL and their team will be given time and support to enable them to organise and manage their workload effectively. This will include re-engaging with external agencies and ensuring staff, pupils and pupils’ families are informed of any services whose work practices may have changed due to the lockdown period.

Annual safeguarding training was provided for all staff before school reopened for all pupils in September 2020.

Opportunities will be provided for pupils to discuss concerns about their experiences of lockdown and make disclosures where necessary and this will accommodate social distancing in line with the requirements for all staff and all pupils and parents.

All staff have undertaken First Aid and Mental Health training and have received online training (through the LA) on supporting the wellbeing and mental health of young people in light of the Covid-19 pandemic. SLT have recently attended a range of wellbeing and mental health courses designed to recognise signs of distress in pupils.

ALN Support

Within these groups, pupils’ experiences will not have been uniform. To ensure pupils receive the appropriate support, the ALNCo will ensure they have a clear understanding of the experiences of pupils during this period of closure. This will be done in a number of ways, such as speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils. The re-establishment of routines for Foundation Phase pupils with ALN will be vital, bearing in mind that routines when the school reopens more widely might involve further changes to routine. The support pupils have received from external services before the period of closure, such as speech and language therapy, occupational therapy and educational psychologists, will be re-established where possible. The ALNCo will be responsible for ensuring this support is continued where possible and that any other in-school support is restarted as required.

Identified KS2 pupils will continue to receive twice weekly small group interventions delivered virtually. All other KS2 pupils will continue to be offered the opportunity to attend 3 check in sessions per day.

Establishing New Routines

When establishing new routines/re-establishing routines, all staff will work together as a team to build a sense of ownership and control which will contribute to the feeling of safety. Clear guidelines and expectations will be given to staff, pupils and families for the new routines that will apply once the school opens more widely. This will be adapted as required and any adaptations will be fully communicated to all members of the school community to ensure they know exactly what is expected of them and have a sense of control.

Clear Expectations on Behaviour

When Foundation Pupils return to school, they will be told exactly what they need to do in relation to infection control measures by the staff that are in contact with them. Pupils will be told why these measures need to be in place and will be given the chance to discuss their ideas about how the school can make it work so they feel they have some control over what is happening.

Welcoming Pupils

We understand that pupils who are returning to school may be anxious about doing so after this extended period. Staff members including teachers and LSAs will be at school gates to welcome pupils into the school. Parents will be asked at the gate by the class teacher whether their child is well before being allowed to enter the school. If the answer is no, they will be asked to take their child/children home.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We must ensure we have provisions in place to support these members of our school community.

Identified members of staff are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support pupils and staff that have been affected as and when they return to school. Upon returning to school, the designated staff member will talk to the pupil or staff member about the following:

- Who within the school community has been informed about the death
- Who they can go to for support within the school and externally

Contact will be maintained with the affected families at all times to ensure they are receiving the support they need.

CURRICULUM

Learning

Returning to school following this period of remote learning, pupils will need time to adjust to being back in a school environment. We understand that pupils will have had different experiences of remote learning. Pupils will be reassured that there will be plenty of time to catch up with learning in order to minimise anxieties.

Curriculum Content

The curriculum will be as close to normal as possible. As already planned, we will continue to work towards introducing the New Curriculum. Staff will be expected to plan immersion

days to introduce new topics to reignite interest and enthusiasm in school-based learning.

Topics will ensure pupils develop a broad and balanced set of skills and a deepening knowledge base. Emphasis will be on the core subjects of Literacy, Numeracy, Welsh language and on ensuring all our pupils have the necessary digital skills needed to work independently both at home and at school. Wellbeing and Personal and Social Education will also be a key focus area. Outdoor learning will be encouraged.

Due to the need to maintain contact groups we will not be setting for Read Write Inc across the Foundation Phase.

Planning

Staff will continue to plan using the simpler formats used while school has been closed. Staff will continue to identify which curriculum skills/descriptions of learning (taken from the new curriculum for Wales) will be the focus of each lesson. Staff will also need to identify cross curricular skills, four purposes and the AOLE focus for each lesson. Foundation Phase teachers will need to identify opportunities for outdoor learning and continuous provision activities.

Plans will be available weekly on the school website for access by parents.

Foundation phase teachers will need to plan time to assess pupils' progress within RWI during the period of school closure. This will need to be done during the first two weeks so that planning going forward is appropriate for all pupils.

Marking

Work completed by pupils will be marked, however the marking policy will continue to follow the adapted policy introduced during the Autumn term.

Teachers will need to avoid handling books for long periods of time and will not be allowed to take pupils' books home.

Teachers will need to wash their hands before and after touching pupils' books.

Teachers will be given 'class marked' and 'verbal feedback given' stamps to indicate how the work has been marked. Teachers will continue to provide feedback on work completed online either verbally or in writing.

Homework

Home Reading - Pupils will take reading books home each week. These books will be returned the following week and pupils will need to place them into a dedicated box. Books will be left for 48 hours before being returned to baskets for use by another child. This will be necessary as the books will have been touched by individuals outside of the class contact group (ie family members). Pupils will not have home reading records for the present, to avoid the need for teachers to handle resources that have been touched by others.

Homework - Pupils will continue to have homework set on a weekly basis. This will alternate between literacy and numeracy tasks in line with the school's homework policy. To avoid the need for paper based tasks and the associated issues with individuals from outside of the contact group handling them, homework will be set online using online platforms already used by staff. Nursery and Reception pupils will use Seesaw and Years 1 and 2 pupils will use J2Homework. Teachers will continue to use Giglets, Read Theory and Abacus as appropriate.

School Assemblies

School assemblies will continue to take place remotely. Whether in school or at home, weekly pastoral/achievement assemblies will take place on a Friday afternoon.

Physical Education

Pupils will have 2 physical education lessons each week. These will be outdoor PE lessons to avoid the need to thoroughly clean the hall between use by different contact groups. Foundation Phase will have 1 timetabled whole class session and 1 session where pupils will work in their predetermined groups during outdoor learning sessions.

Extra Curricular Clubs

On the basis of the risk assessment, it is determined that no after-school clubs or activities will take place until further notice. This is to ensure that stringent cleaning can be conducted every evening and to avoid pupils mixing outside of their class groups and with adults other than their teacher/teaching assistant.

STAFF

Staff Guidance

Staff will also be asked to adhere to the following basic principles:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.
- Undertake twice weekly 'lateral flow' tests and report findings to HT/SLT.
- Clean your hands more often than usual with running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Think about ways to modify your teaching approach to keep a distance from pupils in your class as much as possible, particularly close face-to-face support.
- Avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', etc. This includes drawing attention to classroom/ corridor displays with posters.
- Ensure resources are cleaned as much as possible.
- Where resources cannot be thoroughly cleaned, leave for 48 hours (or 72 hours for plastics) before being used by another contact group.
- Keep your classroom door and windows open if possible for airflow.
- Wipe surfaces /handles down whenever needed.
- Limit the number of pupils from your class using the toilet at any one time.
- Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
- Participate in any relevant online Covid-19 training prior to return to formal work and opening of the school.

If a staff member is unable to follow these principles, they should speak to their line manager as a matter of priority.

Staff Training

Prior to full reopening of the Foundation Phase, Foundation Phase staff will undergo update training to ensure they understand the new ways of working, e.g. in relation to social distancing, use of surgical face masks, how to administer 'lateral flow' testing and the need to deliver the curriculum to pupils in a safe way. All staff have undertaken LA provided online training on child mental health and wellbeing.

Staff Dress Code

Staff must wear clean clothing each day.

We wish to remove any barriers to safety and allow staff to feel comfortable. There is no need for anything other than normal washing/changing of clothes following a day in school. Clothing that cannot be machine or hand washed should be avoided as daily washing of clothes is advised. Staff are advised not to wear clothes which require dry cleaning as this would not enable /facilitate staff to clean clothes daily/ regularly and would incur increased costs if done frequently.

It is not expected that any member of staff wears a tie, unless the tie can be washed or changed daily.

Staff Workload and Wellbeing

The Headteacher is aware that staff wellbeing is of the utmost importance. To support staff as they settle into a new working routine, flexible working practices will be implemented, and a good work-life balance promoted and encouraged.

We will continue to promote a culture of communication and openness with all staff. Support systems will be made clear to all staff to ensure they understand where they can go if they require additional support.

New Members of Staff

Line managers will continue to support new members of staff. Induction programmes will be adapted to ensure the appropriate support is offered to new staff members.

NQTs will continue to attend relevant induction programmes and induction mentors will continue to support them within school.

Recruitment

Recruitment processes will continue in line with the Safer Recruitment Policy and our recruitment procedures. Interviews will take place face-to-face when social distancing measures can be strictly adhered to and via video conferencing where not possible.

PREMISES

Reactivating the Premises

During the closure of the School all critical services were maintained in line with their planned preventative maintenance schedule. Mrs Paula Davies and Mrs Andrea Waddington arranged for any necessary inspections, maintenance work and certification to take place during the closure and prior to the school reopening more widely.

The following will take place prior to resuming normal operation of the premises:

- Check the fire safety systems, including making sure that all fire doors are operational, and the fire alarm system and emergency lights are operational.
- Clean and disinfect all areas and surfaces.
- Organise pest control for insect infestation, where appropriate, particularly in food preparation areas.

Fire Safety

Any changes made to the Sully site will not compromise fire safety. Emergency evacuation procedures have been considered and amended where appropriate. We will share these together with any changes to fire assembly points that may need to be changed or expanded to encourage social distancing.

Transport

Pupils and staff are encouraged to walk or cycle to school or be dropped off by one member of their household. Where this is not possible and pupils and staff need to use public transport, they are required to follow guidelines on social distancing.

School Catering

School dinners will be available for all pupils attending school from 22nd February 2021. Pupils will be able to bring in a packed lunch if they do not want to partake of a school dinner. School dinners will be eaten in the Hall and packed lunches will be eaten within the classroom.

Breakfast Club

We will not be able to operate our Breakfast Club at this present time due to staffing limitations and our need to operate pupil/staff learning groups throughout the day.

SUPPLIERS AND PROCUREMENT

Reviewing Supply Chains

The office staff and Headteacher, in liaison with relevant staff, will review all of the school's supply chains to assess their performance, effectiveness and resilience during the partial school closure, and to determine what measures need to remain in place or change as the school begins to reopen more fully. When conducting the review of supply chains, the office staff and Headteacher will:

- Review the interim arrangements put in place with each supplier.
- Determine which suppliers may be subject to new standards, increases or decreases in volume or frequency as a result of the return to partial or full activity.
- Enter talks with all suppliers to gauge their ability to maintain the agreed contract terms.

Policy Amendments

The Headteacher, SLT, and governing body and other relevant stakeholders will review all of the amended policies to assess whether any further changes need to be made.

All staff will be required to familiarise themselves with the updated policies and procedures (including fire safety policy) as and when they are available.

Communication

Our plans to partially reopen and all associated procedures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.

Parents will be informed of:

- What date the school will reopen for all Foundation Phase pupils. This will be a staggered approach for Nursery pupils.
- What protective steps the school is taking to ensure pupils are safe.
- New timetable arrangements, including start and finish times.
- The processes for drop-off and collection.
- Recommendations in terms of transport to and from the school.
- Safety measures that will be implemented, e.g. social distancing, cleaning and hand washing.

These arrangements will be communicated via our usual communication tools and placed on the school website. Parents will be expected to share the above information with their children.

Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures.

Staff will be engaged regularly to get their feedback on the arrangements that are in place. Prior to reopening, discussions will be held with all contractors and suppliers to ensure they are prepared to support our plans.

Monitoring and Review

This plan will be reviewed continually in line with guidance from the government and PHW in collaboration with any advice and guidance from the LA and professional trade associations.

Any changes to the plan will be communicated to all relevant stakeholders.

Please note that the current health pandemic (COVID-19) is an evolving situation. This plan will be superseded by Welsh Government/dfe circulars until this policy is updated to reflect the latest scientific guidance.

POLICIES AND KEY DOCUMENTS

[Schools: coronavirus guidance | GOV.WALES](#)

<https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance>

<https://gov.wales/guidance-testing-and-contact-tracing-education-settingshttps://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

<https://gov.wales/guidance-learning-schools-and-settings-autumn-term-covid-19>
<https://gov.wales/technical-advisory-group-advice-return-school>
<https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>