

SUMMARY PLAN OF ACTION FOR THE PARTIAL REOPENING OF SULLY PS IN FEBRUARY 2021 -

General:

- School will be open for all Foundation Phase pupils (Nursery to Year 2) from Monday 22nd February 2021.
- New Nursery pupils (January start) will have staggered start dates over the first 5 days up until Friday 26th February 2021.
- We will continue to provide 'school provision' for the children of critical care workers within Key Stage 2.
- All pupils attending school, whether in the Foundation Phase or Key Stage 2 will be expected to wear freshly laundered school uniform each day. Pupils will be expected to wear freshly laundered PE kits on days when they have PE (twice per week).

Groups:

- Foundation Phase children will be taught in their class groups (maximum size 30).
- Empty KS2 classes/spaces will be designated to Foundation Phase classes to allow pupils and staff more space in which to work and learn.
- Class groups will be kept separate during the day and will have separate 'zones' for playtimes and lunch times.
- Children will not have to practice social distancing of 2 metres but will have to adopt social distancing practices e.g. facing forwards whenever possible.
- Adults will need to follow 2 metre social distancing guidance both in the classroom and when moving around the school.
- Adults will be required to wear a surgical face mask in all communal areas and in the classroom when social distancing isn't guaranteed.
- Key Stage 2 'critical care worker' children will be grouped in two groups. One group will be made up of children from Year 3 and Year 4. The other group will be made of children from Year 5 and Year 6.

Opening times:

- Children will have staggered start and finish times to avoid large groups of parents gathering at the school gates.
- The school will continue to have separate access and exit points onto the school site for different year groups.
- The school will operate a condensed lunchtime in order to cater for the social distancing of all pupils.
- School dinners will be available.
- The school will maintain the same number of hours for teaching time but will have a shorter day - shortened by the 15 minutes taken from lunchtime.
- Start times and finishing times for different year groups will be staggered. These are:

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 School based provision	8.55am	3.20pm	Burnham Avenue Main Entrance
Year 5 / 6 School based provision	8.55am	3.20pm	Burnham Avenue Main Entrance

Arriving at school:

- All of the gates to the school will be open to avoid large groups coming together at the gates.
- **Pupils must enter the school grounds through the correct gate even if dropping a sibling to another gate.** This will avoid pupils from different contact groups mixing together and will avoid teachers waiting unnecessarily for pupils to arrive.

- Parents/carers will be requested to stand at 2 metre distances (in line with continued guidance for adults to observe social distancing) whilst waiting for gates to open at the beginning of the day and when collecting pupils.
- Parents/carers will be required to wear a face covering on all areas of the school site.
- Teachers/LSAs will be manning these gates at the beginning and end of the day.
- The parents of Nursery pupils will be allowed onto the school site to drop off pupils.
- The parents of Nursery - Year 2 pupils will be allowed onto the school site to collect pupils.
- Pupils will be welcomed into school and parents asked if their child is well.
- Pupils will enter the school buildings through the following doors –

Key Stage 2 'critical worker' school provision pupils enter and exit through the main Reception door.

SH/AB – Enter through the main Foundation Phase playground door.

ALB – Enter through double doors under outdoor shelter.

HB – Enter through the side classroom door by walking onto the junior playground and going around the side of the conservatory (to avoid too many using the small path between classrooms).

CH - Enter through the side door to their classroom.

SR – Enter through the back door to their classroom following the path towards Nursery.

Leaving school:

- Pupils in Key Stage 2 Keyworker provision will leave through the Main Reception Door (parents are requested to wear face coverings, maintain social distancing and wait on the path leading up to the Main Entrance).
- Year 2 and Year 2/1 parents will wait in the F.Phase playground and leave the school site following the one way direction through the school car park.
- Nursery, Reception and Year 1 (CH/HB) parents will collect their children from the classroom.
- Staggered start and finish times for all year groups will avoid the over sharing of gates and allow parents with more than one child to move to the required gate.

Moving around the school:

- There will be minimal movement around the school to avoid class groups of pupils coming into contact with each other.
- There will be a one-way system within the hall so that different contact groups do not mix at lunch times.
- 2 metre distance stickers on the floor in the corridors will show adults the distance that they need to keep from other adults within the school.
- Key Stage 2 Keyworker provision pupils will not use any cloakroom and will bring coats, snacks and lunch into the class, placing them on the back of their chair.
- Foundation Phase pupils will use coat pegs within corridor settings.
- Children will only attend toilets one at a time or with another child from their class group and be reminded to pull flush, close seat and wash hands.
- Urinals and hand driers will not be in use.
- Localised tea/coffee facilities will be created for staff in each contact group.
- LSAs will monitor use of toilets and ensure the cleanliness of all toilets is maintained throughout the day.

In the classroom:

- Designated empty KS2 classrooms will be used by Foundation Phase classes to allow pupils and staff to have more space and to reduce numbers learning within small spaces.
- Children will remain in their designated classrooms/learning spaces during the day and outdoor learning will be maximised and P.E. timetables adhered to.
- Children will also be accompanied outside for P.E./Playtime/Lunchtime by members of staff.
- Playtimes will be staggered and areas zoned for the use of different classes.
- Children will need to bring their own fruit snack, water bottle and packed lunch (if they are not accessing the school meal service).
- Children will be given a plastic wallet which will contain their books and a plastic pencil case that will contain the resources they will need for their activities.
- Children will not be allowed to bring pencil cases in from home.
- Children will be given a laptop to use for part of the day - all laptops will be sanitized after use.
- Classroom based resources can be shared within a contact group but will need to be cleaned as often as possible.
- Resources that cannot be cleaned thoroughly need to be left for 48 hours (or 72 hours for plastics) before being used by another contact group.

Hygiene:

- All staff will be required to wear a surgical face mask whilst in communal areas of the school and in the classroom when social distancing rules cannot be adhered to.
- All staff will be required to wear PPE (surgical face mask, apron, gloves) when attending to the personal needs of children.
- Children will be required to clean/sanitise their hands (soap and water/ sanitising gel) on entry to the classroom, prior to eating, before and after visiting the toilet/blowing their nose and prior to going home at a minimum.
- Children will only be allowed to visit toilets one at a time or with another child from their class.
- Children will visit different toilet facilities dependent on the position of their classroom.
- Hand-driers and water fountains will be out of use.
- All classes will have a closed lid pedal bin, children will be requested to put tissues, paper etc into the bin. Teachers/LSAs to ensure plastic wallets/computers/toys/tables/chairs/handles are wiped down at the end of each day.
- Cleaners will be on site every day 11.30am - 2.00 pm and 3.15pm -6.15pm to ensure all areas are deep cleaned every day.
- The school will be bio-misted once a week.

Break times and lunch times:

- Snacks and packed lunches will be eaten within the classroom and all rubbish or leftovers put back in the container they provided and taken home.
- School meals will be eaten within the hall.
- Break times and lunch times will be staggered to ensure minimal contact between class groups.

- Field and playground areas will be zoned using cones for class groups to use for outdoor learning opportunities and playtimes.

Break times:

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
Key Stage 2 Year 3 / 4	10.50- 11.10am	Key Stage 2 Playground
Key Stage 2 Year 5 / 6	10.50 - 11.10am	Key Stage 2 Playground

Lunchtimes:

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/KS2 Playground
Rec/Yr 1 CH	11.40am - 12.40pm	11.40am-12.10pm	12.10-12.40pm	Rec Play Area/KS2 Playground
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
School Provision Yr 3/4	12.10pm - 12.55pm	12.10pm - 12.40pm	12.40pm - 12.55pm	K.S. 2 Playground
School Provision Yr 5/6	12.30pm-1.15pm	12.30pm-1.00pm	1.00pm-1.15pm	K.S. 2 Playground

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Teaching:

- Teachers will aim to maintain a 2 metre social distance from all pupils.
- Teachers will ensure all hygiene procedures are effectively carried out by their pupils.
- Teachers will ensure all shared resources are sanitised whenever possible or left for a suitable period of time before being used by another contact group.
- Teachers will continue to teach towards the requirements of the New Curriculum but will be mindful of the need for pupils to work independently and not in close contact groups.
- Teachers will ensure their classrooms are set up in order to foster social distancing (seats facing forwards).
- Additional classrooms will be used by Foundation Phase classes to ensure groups of learners are kept separate.

Planning:

- We will continue to share our planning on our website using the edited version of the format that we are currently using as this is accessible to all pupils and parents.
- HLTAs will cover classes in order for teachers to have PPA (Preparation, Planning & Assessment) time one afternoon per week.

Wellbeing:

- Wellbeing and Personal, Social and Emotional Education will be a large focus of our studies.
- Our aim will be to make all children and staff feel safe, comfortable and relaxed throughout the school day.

Prevention:

Staff members and pupils displaying possible symptoms will not be allowed to attend school and must remain home and self-isolate, arrange a Covid-19 test and notify the school. They should self-isolate for a period of 10 days or until they have a negative test result.

Staff and learners should also not attend school if members of their family/household display Covid-19 symptoms. They must remain home and commence a period of self-isolation for 10 days.

Our plan has been based on:

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

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